



**ADMINISTRATIVE OFFICER
INFORMATION GOVERNANCE
POST NUMBER: 503105
GRADE 6: £25,545 to £26,421
37 HOURS PER WEEK
ONE YEAR FIXED TERM CONTRACT**

An exciting opportunity has arisen to appoint a new Temporary Administrative Officer for the Information Governance Team, within the Service Performance and Communications Department, South Wales Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

The successful applicant will provide administrative support to the Information Governance Manager in matters relating to Information Governance, ensuring compliance with the relevant legislation. These include (but are not limited to) The General Data Protection Regulation (GDPR), The Data Protection Act 2018 and The Freedom of Information Act, The Regulation of Investigatory Powers Act 2000 (RIPA), Privacy and Electronic Regulations (PECR) and The Environmental Information Regulations 2004.

The successful applicant will also assist on matters relating to the effective management of information, including (but not limited to) records retention & disposal, information sharing and disclosures of information. Welsh language skills are desirable but not essential for this post.

If you have any queries about the job role, you are invited to contact Information Governance Manager, Christian Landeg-John by e-mail: c-landeg-john@southwales-fire.gov.uk

We are a family friendly organisation and a flexible working system is in operation. To see the benefits of working with us, please visit: <https://www.southwales-fire.gov.uk/working-with-us/benefits/>

The successful candidate will be subject to a satisfactory Disclosure and Barring Service check and be required to undertake a Drug and Alcohol Test prior to an appointment being made.

The closing date for receipt of applications is **12:00 midday, 03/06/2024**. Application Forms should be completed online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/> If a paper version is required, please email: personnel@southwales-fire.gov.uk Please be aware the e-recruitment system will notify all applicants of results via email address provided at application; please ensure you check all mail folders regularly. All internal applicants applying should apply via their CORE portal, selecting "Current Vacancies" from the left-hand tab.

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the Shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions, and interview questions). Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

SWFRS believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

