



## ADMINISTRATIVE ASSISTANT

**GRADE 4, Salary: £23,500 - £23,893 per annum (pro rata)**

**Part Time - 10 hours per week**

**Post Number: NU242**

**Temporary Post – 3 months initially**

The above temporary vacancy has arisen at Porthcawl Fire Station. The role of the post holder will be to provide a quality general administrative support service for the Retained Duty System Station and Retained Management Team.

Duties will include word processing and updating computer systems (experience of Microsoft Office applications is essential), opening and distributing mail, answering telephone enquiries and dealing with requests for general information while liaising with personnel internally and externally where required.

The successful applicant will have proven general administrative experience. Applicants must be able to communicate at all levels and be able to work to deadlines on their own initiative whilst developing working practices.

The post holder will be required to work 10 hours per week, to include attendance at Drill night on a Monday evening (approx 1600 - 2000 hours). The remaining hours will need to be agreed as set hours with the Line Manager during the first week in post.

The successful candidate will be required to undertake a Drug and Alcohol test before an appointment is made.

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](mailto: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.

Applications are invited from candidates with suitable experience and qualifications as outlined in the Person Specification. The closing date for application is **Thursday 11<sup>th</sup> July 2024 at 12 noon**. The Selection date for this vacancy is to be confirmed.

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.

**South Wales Fire & Rescue Service 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.**

