

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

PA to Executive Leadership Team / Senior Leadership Team

GRADE 8

Salary: £30,296 - £31,364 per annum

37 hours per week

Permanent

Post Number: NU178

The above vacancy has arisen within South Wales Fire & Rescue Service Headquarters based at Forest View Business Park, Llantrisant.

We are seeking to recruit a highly skilled and experienced person to work within our Business Support Unit. The successful candidate will undertake a range of duties, commensurate with the role of PA to the Executive Leadership & Senior Leadership Team.

This role may involve some occasional travelling between sites throughout the South Wales area. The successful candidate must be able to travel independently

A Welsh Government Security Clearance will be required before commencement of the role.

The ability to speak Welsh is desirable but not essential for this post.

Applications are invited from candidates with suitable experience as outlined in the Person Specification. 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.

We are a family friendly organisation and a flexible working system is in operation.

Please note that this is a highly competitive process and only those who have fully demonstrated evidence against all of the essential criteria on the person specification will go forward to the Selection Process.

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.

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 .

All internal applicants applying should apply via their CORE portal, selecting "Current Vacancies" from the left-hand tab.

The closing date for receipt of application forms is **09/08/2024** at 12:00 midday.

South Wales Fire and 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.

