

Stores Courier Officer

12 months Fixed Term Contract

37 Hours Per Week

Grade 5

SALARY: £24,294 - £24,702 per annum

A 12 month fixed term position of Stores Couriers Officer has arisen within Procurement section of the Finance, Procurement and Property Department based at Fire Service Headquarters, Llantrisant.

The successful candidate will be required to provide day to day purchasing, counter service, delivery service and assist in the administration of the stores. Including maintaining stock levels, checking purchases, receipting goods and arranging specialist repairs and issues throughout the organisation.

The successful candidate will work 37 hours per week, a flexible working scheme is in operation. The role involves travel between sites throughout the South Wales area and the successful candidate must be able to travel independently. The role involves some weekend work/working outside of office hours.

More details in relation to this position can be found in the Job Description and Person Specification. Should you have any additional enquiries, General post enquires can be directed to Julie Snooks on 01443 232755 or via e-mail j-snooks@southwales-fire.gov.uk.

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.

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 **06/09/2024** 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.

