

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Finance & Procurement
POST TITLE	Stores Courier Officer
POST NO	505017
GRADE	Grade 5
LOCATION	FSHQ

Essential criteria marked in bold with an asterisk* will be used for short-listing purposes. Please ensure you address these requirements in your application form as a Word document and upload the attachment to your application.

You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Not applicable	N/A	
Knowledge/ Experience	Practical experience of Microsoft Office packages i.e. Outlook, Word, Excel*	Essential*	Application*
Personal Style	Ability to work in full compliance with organisational policy and legislative guidance, respecting sensitive information presented*	Essential*	Application/ Selection*
Intrapersonal	Ability to communicate effectively both orally and in writing to a wide range of audiences*	Essential*	Application*
Task	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards	Essential*	Application/ Selection*

