

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Various Departments
Post	Administrative Assistant
Grade	4 to 6
Location	Various sites in South Wales

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To provide general administrative support service to the SWFRS.

DUTIES AND RESPONSIBILITIES:

1. To provide general administrative support in relation to the department and across the organisation, where appropriate. Including photocopying, scanning, faxing, filing, shredding and other similar administrative tasks, as required.
2. To provide a comprehensive word processing facility to include letters, memoranda and reports, etc.
3. To formulate response to verbal and written information requests from other parties, whether internal or external to the SWFRS.
4. To undertake general maintenance and upkeep of files, filing systems and databases including the creation of new files, management of old and live files (both manual and electronic).
5. To provide general administrative support and assistance to other members of staff/departments relating to support at meetings, hearings and appeals, if required.
6. To caretake departmental mailboxes and online systems answering queries and actioning requests as and when relevant.
7. To upload documents and information to the SWFRS internet and intranet pages, where appropriate.

8. To participate in inter-departmental, corporate and external working groups and meetings as directed and to liaise with other departments, public and outside bodies/organisations, as directed.
9. To work closely with departmental managers and team members as directed on projects when appropriate and required.
10. To assist in reviewing opportunities to develop the performance of the administrative function including maximising the effective and efficient delivery of services in the most cost-effective way.

STANDARD SERVICE REQUIREMENTS:

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES:

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

