

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Fleet and Engineering Services
POST TITLE	Assistant Administrative Officer
POST NO	NU038
GRADE	6
LOCATION	Fleet Workshops

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 (under the Experience and Other Information section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Please include in your application details of any essential/desirable qualifications outlined in the Person Specification below.

Factor	Evidence	Essential/ Desirable	How Identified
Knowledge/ Experience	Experience of Microsoft Office Packages including Word, Excel and Outlook.*	Essential*	Application / Selection
	Experience of working in an Administrative Role at the appropriate level.*	Essential*	Application/ Selection
	Experience of using a Fleet Management System	Desirable	Selection
	Ability to communicate through the medium of Welsh.	Desirable	Selection
Personal Style	Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.*	Essential*	Application / Selection
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Selection
	Ability to maintain a confident and resilient attitude in highly challenging situations.	Essential	Selection

Intrapersonal	Ability to communicate effectively both orally and in writing to a range of audiences.*	Essential*	Application / Selection
	Ability to work effectively with others both within the Fire & Rescue Service and external organisations.	Essential	Selection
	Commitment to and ability to develop self, individuals, team and others, to improve organisational effectiveness.	Essential	Selection
Task	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.*	Essential*	Application/ Selection
	Ability to produce accurate and professional work with an attention to detail.	Essential	Selection

This document is available in both English and Welsh and we welcome communication in both of these languages.

