

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

INTERNAL & EXTERNAL

SOUTH WALES FIRE AND RESCUE SERVICE Fleet and Engineering Services

**Post Number: NU038
Administrative Assistant Officer – Fleet Workshops**

**GRADE 6 - SALARY: £19,819 - £21,074 p.a. (subject to job evaluation)
37 hours per week - Permanent**

A permanent vacancy has arisen within the Fleet and Engineering Workshops facility based at Fire Service Headquarters, Forest View Business Park, Llantrisant for the role of Administrative Assistant Officer.

The successful candidate will be responsible for providing administrative support within Fleet and Engineering's Workshop facility. Experience of working in an administrative role, using Microsoft Office applications, with excellent organizational skills, accuracy and attention to detail, all being essential for this role.

Job share will be considered for this vacancy - please state clearly on your application if you wish to apply for a job share. Welsh language skills are desirable but not essential for this post.

An Application Form, Person Specification and Job Description can be downloaded from the Latest Vacancies Page on our website. www.southwales-fire.gov.uk.

Completed Application Forms should be e mailed to personnel@southwales-fire.gov.uk. OR posted to:- Recruitment and Assessment Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

The closing date for receipt of application forms is **12 noon on Tuesday 29th May, 2018** and the date for the selection process is to be confirmed. Please Note : We do **not** accept Cv's.

The successful candidate will be subject to a satisfactory Disclosure Scotland check and be required to undertake a Drug and Alcohol Test prior to an appointment being made

Support Staff - Secondment Applicants

NOTE: If you wish to apply for this position on a secondment basis , please refer to OP-02.034" Secondment Procedure" and complete Form P6 which needs to be authorised by your current line manager.

On Call Duty System (OCDS) Applicants

Please take your hours of availability into consideration when applying for this vacancy and discuss any queries regarding availability with your OCDS Station Manager.

All documentation is available in both in English and in Welsh and we welcome communication in either language.

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.