

## **SOUTH WALES FIRE AND RESCUE SERVICE**

### **JOB DESCRIPTION**

<b>Department</b>	Human Resources
<b>Post</b>	Human Resources Administrative Apprentice
<b>Grade</b>	1
<b>Location</b>	South Wales Fire & Rescue Service Headquarters

**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 support the provision of a quality and professional Human Resources (HR) service to the South Wales Fire & Rescue Service.

The post holder will be expected to achieve the Foundation Apprenticeship in Business Administration Level 2 qualification alongside their day to day work followed by the Apprenticeship in Business Administration Level 3.

#### **DUTIES AND RESPONSIBILITIES**

1. To provide HR administrative support which includes:-
  - Dealing with confidential staff data
  - Escorting and supporting candidates within recruitment/assessment processes
  - Responding to queries into the department (i.e. via e-mail or telephone in both English and Welsh)
  - Photocopying
  - Data input
  - Receiving, sorting, distributing and sending mail
2. To successfully complete a Foundation Apprenticeship in Business Administration Level 2 alongside their work duties, followed by the Level 3 qualification.
3. To undertake development opportunities co-ordinated as part of the Apprenticeship scheme.

Date JD Amended: May 2018 by D Howell

Author:- Gillian Goss (HR Manager, Recruitment and Assessment)

## **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

### **Please Note:-**

Candidates who wish to be considered cannot already hold a higher or conflicting qualification in the same subject area or be undertaking any other government funded qualification.

## SOUTH WALES FIRE AND RESCUE SERVICE

### PERSON SPECIFICATION

<b>DEPARTMENT</b>	Human Resources
<b>POST TITLE</b>	Human Resources Administrative Apprentice
<b>GRADE</b>	1
<b>LOCATION</b>	South Wales Fire & Rescue Service Headquarters

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.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
<b>Qualifications</b>	<b>GCSE Grade C or Above in English and Mathematics OR Essential Skills Level 2 in Communication and Application of Number*</b>	<b>Essential*</b>	<b>Application*</b>
<b>Knowledge/ Experience</b>	<b>Experience of using a range of Microsoft Office Packages, including Word and Excel*</b>	<b>Essential*</b>	<b>Application*</b>
	Ability to speak Welsh	<b>Essential*</b>	<b>Application*/ Selection</b>
<b>Personal Style</b>	<b>An understanding and respect for others</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	Ability to work in line with confidentiality policies and procedures	Essential	Selection
<b>Intrapersonal</b>	Ability to work effectively with others	Essential	Selection
	<b>Commitment to self-development*</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	Ability to communicate effectively both orally and in writing to a range of different audiences	Essential	Selection

<b>Task</b>	Ability to understand, apply and adapt relevant information in an organized, systematic way.	Essential	Selection
	<b>Ability to adopt a conscientious and proactive approach to work to achieve excellent standards*</b>	<b>Essential*</b>	<b>Application*/ Selection</b>

<b>LEVEL TWO DESCRIPTORS</b>	<b>LEVEL DESCRIPTORS FOR WELSH ESSENTIAL POSTS</b>		
	<b>Speaking and Listening</b>		
	<ul style="list-style-type: none"> <li>• Able to obtain information about non-routine and routine daily activities by questioning and listening</li> <li>• Able to provide information about non-routine and routine daily activities</li> <li>• Able to conduct a simple conversation in the daily context of the job by using specific words and phrases which occur regularly in order to convey information and discuss specific issues</li> <li>• Seek and respond to opinion on everyday work related and personal matters</li> <li>• Can open, close and facilitate discussion at meetings in Welsh</li> </ul>		
	<b>Reading</b>		
Competence in a range of language tasks performed in familiar work and social contexts. Some of these are non-routine and the individual is expected to use a range of language patterns to meet the needs of different but familiar situations and topics	<ul style="list-style-type: none"> <li>• Able to obtain simple general personal and work related information from sources such as simple leaflets, letters and posters</li> </ul>		
	<b>Writing</b>		
Equivalent Qualification: Sylfaen (WJEC) (Welsh Learners Exam)	<ul style="list-style-type: none"> <li>• Able to write short formal letters, memos and complete forms with basic factual information relevant to the post to internal colleagues</li> </ul>		

The post holder will be expected to achieve the Foundation Apprenticeship in Business Administration Level 2 qualification alongside their day to day work followed by the Apprenticeship in Learning and Development Level 3.

Candidates who wish to be considered cannot already hold a higher or conflicting qualification in the same subject area or be undertaking any other government funded qualification.

Please note that where a candidate has yet to receive their GCSE results, they will be asked to produce projected grades.

The successful candidate will be required to undertake a Drug and Alcohol Test prior to an appointment being made.

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

