

Gwasanaeth Tân ac Achub  
**De Cymru**



**South Wales**  
Fire and Rescue Service

**Human Resources Officer (NU090)  
Employee Relations  
GRADE 7**

**24 hours per week**

**Maternity cover until 28/08/20 or the return of the current incumbent**

**SALARY: from £21,693 – £23,111 pro rata**

**(All posts will be subject to job evaluation)**

South Wales Fire & Rescue Service is seeking to appoint an individual committed to delivering a high quality and professional HR service as part of our busy Employee Relations team. This post is based at our Headquarters in Llantrisant.

The successful candidate will be an HR professional with an up to date knowledge of matters affecting terms and conditions of employment. They will have relevant experience within an HR environment or possess a CIPD Foundation Certificate in Human Resource Practice.

Welsh language skills are desirable, but not essential for this role.

More details in relation to this position can be found in the Job Description and Person Specification. For more information, you are invited to contact Gillian Goss, HR Manager, Employee Relations ([g-goss@southwales-fire.gov.uk](mailto:g-goss@southwales-fire.gov.uk)).

Secondments will be considered for this position.

We are a family friendly organisation and a flexible working system is in operation.

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### **How to Apply...**

Completed Application Forms will need to be emailed to Gillian Goss by the closing date of **Tuesday 3<sup>rd</sup> September 2019 at midday**. Please note that this is a highly competitive process and the Application Form will need to clearly demonstrate how the candidate meets the Shortlisting Criteria highlighted on the Person Specification. Only the highest performing candidates will progress to the Selection Process.

If you require the documentation in Welsh please contact the Recruitment team.

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.

