



**STATISTICAL AND RISK ASSISTANT**

**GRADE 6, SALARY: from £20,344 – to £21,589**

**(Subject to job evaluation)**

**Temporary 9-12 Month Maternity Cover**

**37 Hours per week**

**Post Number: 502198**

An exciting opportunity has arisen within the Service Performance and Communications Department based at Fire Service Headquarters, Forest View Business Park, Llantrisant for the role of Statistical and Risk Assistant.

The post is for an initial 9-12 month to cover maternity leave and maybe extended for a further 12 months to cover a career break.

The post holder will be responsible for collating and validating data and information from many internal and external sources, utilising a suite of ICT systems and processes.

The role will have responsibility for providing guidance to operational staff to ensure the accurate and timely input of operational incidents on to the Incident Recording System (IRS), in accordance with the latest national guidance. The role will support all key team functions to ensure a qualitative and timely flow of information both internal and external to the organisation.

Welsh language skills are desirable but not essential for this post.

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More details in relation to this position can be found in the Job Description and Person Specification. Should you have any additional enquiries, you are invited to contact the Line Manager, Jon Carter by e-mailing [j-carter@southwales-fire.gov.uk](mailto:j-carter@southwales-fire.gov.uk).

An Application Form, Job Description and Person Specification can be downloaded from the Working for Us / Latest Vacancies page of our website at [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk)

Completed applications should be returned to: The Recruitment and Assessment Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via email: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk)

**The closing date for receipt of application forms is Friday 30<sup>th</sup> August 2019 at 12noon.**

All documentation is available in both in English and in Welsh and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably.

Please note that all salaries are subject to job evaluation.

**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.**