



## INFORMATION, GOVERNANCE AND COMPLIANCE ASSISTANT

### Corporate Services Directorate

**GRADE 7: £22,627 - £24,491 per annum**

(Please note that all salaries are subject to Job Evaluation)

**Temporary for 6 months**

**37 hours per week**

An exciting opportunity has arisen to appoint an Information Governance and Compliance Assistant within the Corporate Service Directorate, South Wales Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

The successful applicant will be responsible for providing additional resilience for and administrative support to the Information Governance and Compliance Officer in matters relating to Information Governance & Compliance, ensuring compliance with the relevant legislation. These include (but are not limited to) The General Data Protection Regulation (GDPR), The Data Protection Act 2018 and The Freedom of Information Act.

The post holder will also assist on matters relating to the effective management of information, including (but not limited to) records retention & disposal, information sharing and disclosures of information. The successful applicant will have Knowledge of Data Protection and Freedom of Information legislation and proven experience of working in an Administrative Role.

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

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)

If you have any queries about the job role, you are invited to contact Information Governance and Compliance Officer, Rachel Trusler on 01443 232213 or via e-mail: [r-trusler@southwales-fire.gov.uk](mailto:r-trusler@southwales-fire.gov.uk)

The closing date for receipt of application forms is **12:00, mid-day, 15/07/2021** The date for the selection stage is to be confirmed. Completed applications should be returned to: The Recruitment and Resourcing 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 successful candidate will be subject to a satisfactory Disclosure and Barring Service check and be required to undertake a Drug and Alcohol Test prior to an appointment being made.

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

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

**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.**

