

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Human Resources – Occupational Health Unit
POST TITLE	Administrative Assistant
POST NO	NU86
GRADE	4
LOCATION	Occupational Health Unit, Pontyclun

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
Knowledge/ Experience	Experience of working in an administrative field with Microsoft Office applications RSA II Word Processing, ECDL or equivalent	Essential* Desirable	Application Form/Interview Application Form/Evidence of Certificates
Mental Skills	The ability to deal with routine enquiries efficiently	Essential	Application form/Interview
Interpersonal and Communication Skills	Ability to communicate effectively with people at all levels in a confident manner Effective team player	Essential* Essential	Application form/Interview Application form/Interview
Physical Skills	Ability to accurately update databases	Essential	Application form/Interview
Initiative and Independence	Ability to use own initiative Ability to work within set policies/procedures/guidelines	Essential Essential	Application form/Interview Application form/Interview
Mental Demands	Ability to work with conflicting demands, tight deadlines and large quantities of work	Essential*	Application form/Interview

	A flexible approach to workloads	Essential	Application form/Interview
Responsibility for Physical Resources	Responsible attitude to ensuring that confidentiality is maintained at all times	Essential*	Application form/Interview
	Responsible attitude to maintaining accurate information both manually and electronically	Essential	Application form/Interview
Other	Commitment to the promotion and understanding of Equal Opportunities	Essential	Application form/Interview
	Ability to speak or willingness to learn Welsh	Desirable	Application form/Interview

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

This role may occasionally involve travel between sites (usually between the Occupational Health Unit and Fire Service Headquarters for meetings). The successful candidate must be able to travel independently.

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

