

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Training & Development
<b>POST TITLE</b>	Training Systems Administrator
<b>POST NO</b>	504124
<b>GRADE</b>	5
<b>LOCATION</b>	Cardiff Gate Training & Development Centre

Essential criteria marked in **bold** 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.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Knowledge/ Experience</b>	<b>Practical experience of Microsoft Office packages e.g. Outlook, Word etc*</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	<b>Experience of working independently/unsupervised within an Administrative Role* and support others.</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	The ability to communicate through the medium of Welsh	Desirable	Application/ Selection
<b>Personal Style</b>	Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations.	Essential	Selection
	<b>Ability to work in full compliance with confidentiality policies and procedures.*</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	Openness to change and the desire to actively seek to support it.	Essential	Selection
<b>Intrapersonal</b>	Ability to work effectively with others both within the Fire & Rescue Service and in the Community.	Essential	Selection
	Ability to communicate effectively both orally and in writing to a range of different audiences.	Essential	Selection

<b>Task</b>	Ability to understand, recall, apply and adapt relevant information in an organized, safe, systematic way (i.e. problem solving).	Essential	Selection
	<b>Ability to create and implement effective plans and record decisions to meet departmental requirements.*</b>	<b>Essential*</b>	<b>Application*/ Selection</b>
	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards.	Essential	Selection

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.

