SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Business Support
POST TITLE	Administrative Support Officer/Word Processor Operator
POST NO	NU405
GRADE	5
LOCATION	FSHQ

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
Qualifications	**NVQ Business Administration Level 2 or equivalent.**	**Essential***	**Application**
Knowledge/ Experience	Proven experience of accurate production of documents.	Essential	Application/ Selection
	Proven experience of using Microsoft Office Packages including Word, Excel and Outlook.	Essential	Selection
	Experience of working in an administrative environment.	**Essential***	**Application/ Selection**
	Knowledge of the structure and practices of the Public Sector.	Desirable	Selection
Personal Style	**An understanding and respect for people's differences. Committed to adopting a fair approach to others.**	**Essential***	**Application/ Selection**
	Ability to work in full compliance with confidentiality policies and procedures.	Essential	Selection
Intrapersonal	**Ability to communicate effectively both orally and in writing to a range of different**	**Essential***	**Application/ Selection**

	audiences. **Ability to work effectively with others both within the Fire & Rescue Service and in the Community.**	**Essential***	**Application/ Selection**
Task	Ability to understand, recall apply and adapt relevant information in an organised, safe, systematic way.	Essential	Application/ Selection
	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards.		Selection