

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Human Resources – Recruitment & Assessment
POST TITLE	HR Officer – Recruitment & Assessment
POST NO	NU120
GRADE	7
LOCATION	Fire & Rescue Service Headquarters

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	Relevant experience within a Human Resources environment OR CIPD Foundation Certificate in Human Resource Practice or equivalent	Essential*	Application
Knowledge/ Experience	Practical experience of Microsoft Office packages, i.e. Word, Excel, PowerPoint, Outlook to an advanced level*.	Essential*	Selection
	The ability to communicate through the medium of Welsh.	Desirable	Application
Personal Style	Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations.	Essential	Selection
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Selection
	Ability to maintain a confident and resilient attitude in challenging or time pressured situations.	Essential*	Application/ Selection

Date Created: 22 April 2013

Author: HR Manager Recruitment & Assessment

Intrapersonal	<p>Ability to work effectively with others, both with the Fire & Rescue Service and external partners.</p> <p>Ability to communicate effectively both orally and in writing to a wide range of audiences.</p> <p>Commitment to and ability to develop self and others to improve organisational effectiveness.</p>	<p>Essential*</p> <p>Essential</p> <p>Essential</p>	<p>Application/ Selection</p> <p>Selection</p> <p>Selection</p>
Task	<p>Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.</p>	<p>Essential*</p>	<p>Application/ Selection</p>

