MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	Executive Support Officer
LOCATION	Service Headquarters, Carmarthen
POST NUMBER	
GRADE	Grade 8
DEPARTMENT	Executive
DBS CHECK	Standard

Please ensure you address each of the following requirements in your Application Form as they will be used for shortlisting purposes. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Factor	Evidence	Essential/ Desirable	Assessment Method
Qualifications	Recognised Business Administration qualification or equivalent or demonstrable experience in an administrative support environment.	**Essential**	**Application form and Certificates**
Knowledge	Understanding of the role of the Fire Authority, its committees, panels and working groups. To have a working knowledge of the Fire and Rescue Service and its relationships with other public sector bodies and Welsh Government Departments To have knowledge and understanding of Data Protection rules and Regulations for the processing of sensitive and personal information	Desirable Desirable Essential	**Application form and Interview** **Application form and Interview** **Application form and Interview**

Experience	Experience of word processing and audio typing.	**Desirable**	**Application form and Interview**
	Demonstrable experience in Microsoft Office package.	**Essential**	**Application form and Interview**
	Experience of working with all levels within a management structure.	**Desirable**	**Application form and Interview**
	Experience of managing and prioritising own workload, ensuring multiple, tight deadlines are met, utilising own initiative .or as part of a team	**Essential**	**Application form and Interview**
	Proven abilities of working as a team member and maintaining a flexible and responsive approach to duties and working arrangements.	**Essential**	**Application form and Interview**
	Experienced user of IT systems.	Essential	**Application form and Interview**
	Experience of minute taking within a highly complex meeting structure or evidence of an ability to capture relevant information from formal or informal discussions.	Essential	**Application form and Interview**
	Able to act within the confines of a confidential environment at all times	**Essential**	**Application form and Interview**
	Working with others and accepts accountability for their own actions.	**Essential**	**Application form and Interview**
	Prepare electronic Presentations	**Essential**	**Application form and Interview**
	Previous experience of working in a large organisation, either within the private sector, or with a local government employer	**Desirable**	**Application form and Interview**
Job Related / Personal Skills	Actively promote safe working practices with self and others.	**Essential**	**Application form and Interview**
	Co-operate with employer and others.	**Essential***	**Application form and Interview**
	Excellent interpersonal skills in order to communicate with and advise employees and members of the public.	**Essential**	**Application form and Interview**
	The ability to interpret and extract relevant information from various sources, and turn complex material into succinct, relevant and engaging reports.	**Desirable**	**Application form and Interview**
	The ability to work under pressure to tight deadlines, often having to prioritise to meet unexpected or changing workload.	**Essential**	**Application form and Interview**
	The ability to advise, influence and persuade others,	Essential	**Application form**

	often at senior levels To demonstrate continuous compliance to Service Policy in relation to Information Security.	Essential	**and Interview** **Application form and Interview**
Communication	The ability to speak Welsh is desirable. Good written, oral and interpersonal skills including the ability to identify errors within documents to ensure quality.	**Desirable** **Essential**	**Application form and Interview** **Application form and Interview**