



**Administrative Assistant, Area Safety Offices  
Permanent 37 hours per week  
Community Safety Department  
Conwy and Denbighshire Area Office, Colwyn Bay  
NWFRS Grade 03 £19,554 – £20,344 per annum**

To maintain and update computerised and hard file records. To provide clerical and typing support in all aspects relevant to the efficiency of the Area office and to be the first point of contact in answering all telephone enquiries.

**COMPETENCIES TO BE DEMONSTRATED**

The role requires applicants who can demonstrate (with evidence) skills in the following areas:

**Essential Requirements**

- NVQ level 3 in Administration or equivalent qualification and/or an equivalent amount of proven and relevant administrative experience.
- Use of information technology to intermediate level that includes inputting and typing skills at 35 wpm and a sound working knowledge of Microsoft Office.
- Proven communication skills, with an ability to deal with enquiries from internal and external parties.
- The ability to prioritise work and meet deadlines and respond positively under pressure.
- The role also requires applicants to have a proactive self-motivated approach, who can work as part of a team and on their own initiative.
- Satisfactory Criminal Records Disclosure – Basic.
- Welsh Level 4 – Speaking and Listening – Requires that you can; Keep up an extended casual work related conversation or give a presentation with a good degree of fluency and range of expression but may need to revert to another language to answer unpredictable questions or explain complex points or technical information. Contribute effectively to meetings and seminars within own area of work. Argue for/against a case.

**Closing date for receipt of application forms is 12.00 noon, 21<sup>st</sup> October 2019.**

**Please note, should you be shortlisted, assessments and interviews are scheduled to take place on 5<sup>th</sup> & 6<sup>th</sup> November 2019**

The closing date will be strictly adhered to and no exceptions will apply.  
Further details and application forms are available from the North Wales Fire & Rescue Service website, alternatively from the Human Resources Department on 01745 535280, or by e-mailing [Hrdesk@nwales-fireservice.org.uk](mailto:Hrdesk@nwales-fireservice.org.uk).

*We are an equal opportunity employer and welcome applications from all sections of the community. We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay.*

