



**HR Management Assistant – Bilingual (Welsh/English)
Permanent – 14.8 hours per week (potential for hours to increase
incrementally up to 37 hours per week by March 2020)
Headquarters, St Asaph Business Park
NWFRS Grade 05 £21,693 - £23,111 per annum pro-rata**

To provide a comprehensive and confidential support service to the Human Resources Department, ensuring the efficient processing and administration of all Human Resources functions; encompassing recruitment and attendance management.

COMPETENCIES TO BE DEMONSTRATED

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

Essential Requirements

- Excellent Welsh language speaking and listening skills (equivalent to Level 4 NWFRS Standards) *NWFRS Level 4 Welsh Speaking and Listening Standards require 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*
- Excellent English language communication skills (verbal and written, equivalent to Level 2 Essential Skills)
- Intermediate IT skills to include a working knowledge of Microsoft packages
- Good numerical skills in order to create statistical reports
- Experience of using ICT databases and creating statistical reports
- The ability to enter data accurately at a minimum typing speed of 35 WPM
- Evidence of ability to pay close attention to detail
- Excellent organisational skills with the ability to work under own initiative and prioritise and meet deadlines
- The ability to work as part of a team
- NVQ Level 3 or an equivalent level of qualification in a relevant subject area (e.g. Business Administration, CIPD) or an equivalent amount of proven and relevant experience
- Good knowledge of Local Government Conditions of Service and general employment law

Closing date for receipt of application forms is 12.00 noon, 15th February 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.

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.

