



HR Management Assistant
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 £22,021 - £23,836 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 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
- Level 2 Welsh - Speaking and Listening (to be achieved within a 12 month probation period if not already demonstrated on application - full support and training will be provided as appropriate)– Requires that you can; Understand the gist of conversations in work. Respond to simple job-related requests and requests for factual information. Ask simple questions and understand simple responses. Express opinions in a limited way as long as the topic is familiar. Understand instructions when simple language is used.

Closing date for receipt of application forms is 12.00 noon, 25th March 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.

