



# EXECUTIVE ASSISTANT

HR and Business Support Unit  
Service Headquarters, St Asaph  
Fixed Term Contract for 12 months

37 hours per week

NWFRS Grade 07 £34,314 to £37,035 per annum



An exciting opportunity has arisen for an Executive Assistant to join the Business Support Unit based in our Service Headquarters in St Asaph.

Working as part of a small bilingual team, the successful candidate will be responsible for providing comprehensive support to the Service's Principal Officer Team which comprises of the Chief Fire Officer, Deputy Chief Fire Officer, and Assistant Chief Fire Officers. You will also act as the first point of contact for Members of the Fire and Rescue Authority.

You will be responsible for arranging internal meetings, note taking and preparing agendas. General administrative duties will include preparing documents for the Principal Officer Team, dealing with correspondence, taking messages and ensuring all enquiries and emails are dealt with personally or given to the appropriate individual.

To be successful in this role, you will be an effective communicator with good customer service skills, experienced in arranging and supporting meetings and have a willingness to help others. With good organisational skills to manage your own workload and meet deadlines, you will need to be flexible and adaptable to change to deal with requests as they arise and have the ability to work independently using your own initiative.

An ability to communicate confidently and fluently in Welsh is essential for this role. Please note that the successful candidate will be subject to a DBS Check and satisfactory references. For further details about the role, please refer to the information pack.

To apply, please complete and submit your application pack by email to: [recruitment@northwalesfire.gov.wales](mailto:recruitment@northwalesfire.gov.wales)

**Closing date for receipt of application forms is 12.00 noon,  
Monday 17<sup>th</sup> February, 2025**

*The closing date will be strictly adhered to and no exceptions will apply.*

We are an equal opportunity employer and welcome applications from all sections of the community. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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. Applications submitted in Welsh will be treated no less favourably than an application submitted in English.

