



BUSINESS SUPPORT ADMINSTRATOR - ON-CALL DUTY SYSTEM

Located in Conwy
Temporary (12 month Fixed Term Contract)
Permanent, 37 hours per week
NWFRS Grade 04 £25,545 to £26,421 per annum
(additional 8.5% allowance for out of hours working)



We are looking to appoint a Business Support Administrator, on a temporary basis on a fixed term contract for 12 months to cover Maternity, who will provide efficient and effective administrative support to the Service delivery team and the on-call/RDS station personnel within the Conwy area.

The role is responsible for general administration tasks, including typing letters and reports, filing, arranging transportation and logistics requirements, providing appointments and course reminders to crews, note taking and minutes of meetings as required. They will also provide administrative support to the On-call recruitment and availability team assisting with the running of fire station-based events such as open days/evenings and attending drill nights to provide administrative support at the fire stations which you support.

You will be an effective communicator 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.

Whilst the role is located in Conwy, the role provides support to fire stations within the Conwy Service Area, therefore a Service vehicle will be provided to undertake travel between stations in this area and other service locations as required.

There will also be a requirement for the postholder to work flexibly, Monday to Friday, to a non-standard pattern of work. This will include evenings on average of once a week and will attract an additional 8.5% allowance. This non-standard working pattern will contribute towards the 37-hour week. To be discussed further at interview.

As a bilingual organisation, the ability to communicate confidently and fluently in Welsh (Level 4) is essential for this post. The post is also 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: hrdesk@northwalesfire.gov.wales

**Closing date for receipt of application forms is 12.00 noon,
17/09/24**

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.

