



## HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

**HR and Business Support Unit – Headquarters, St. Asaph**  
**Fixed Term Contract - 12 months, 37 hours per week**  
**NWFRS Grade 05 £29,064 to £31,022 per annum**

We are looking for an experienced administrator who would like to work in a Human Resources environment. It is a fast-paced role working for an employer to be proud of and you will be serving your local community. We have a great opportunity available for you to join the Human Resources and Business Support Unit based in our Service Headquarters in St Asaph.

You will be responsible for administering all aspects of HR including recruitment and attendance management. Your duties will include being first point of contact for HR enquiries, providing advice and guidance whilst maintaining confidentiality, and as a bilingual organisation, the successful candidate will require Level 2 Welsh language skills which can be achieved in your probationary period. You will be required to deal with sensitive and complex issues as well as maintain an electronic and paper filing system. No two days are the same!

To be successful in this role, you will be a proficient administrator with good attention to detail. You must have exceptional organisational skills to manage your own workload and meet deadlines, you will need to be flexible and adaptable to change in order to deal with requests as they arise and have the ability to work independently using your own initiative.

Please note that this post is subject to a Standard DBS Check and satisfactory references. If a positive disclosure (spent or unspent) is received, a risk based approach on managing the information will be adopted by the Service and a reasonable and proportionate decision is then made regarding the current or prospective employee. Further information can be found [here](#).

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 form is 12.00 noon,  
09/01/2026 with interviews expected to take place on  
28/01/2026 & 29/01/2026**

*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.

