



PROJECT SUPPORT OFFICER

Area Safety Office – Rhyl

Permanent, 37 hours per week

NWFRS Grade 05 £28,163 to £30,060 per annum



We are looking to appoint a Project Support Officer to join the Corporate Planning and Performance Department based in Rhyl.

Providing project support to existing and future projects across North Wales Fire and Rescue Service, you will offer advice to Project Manager about the project management components that should be adopted to ensure the delivery of successful projects.

This includes answering queries from Project Managers, who may be business area experts but have no previous experience or knowledge of project management methodology, and offering advice about plans, controls and stages for instance. You will be responsible for arranging internal and external meetings, as required, note taking and preparing agendas, updating risk and issue logs and maintaining electronic record files for audit purposes.

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. Ideally you will have the ability to communicate confidently and fluently in Welsh, but we will consider applications from individuals who are committed to improve their Welsh language skills.

The team are located in Rhyl but the role will provide regular support to the Teams across North Wales Fire and Rescue Service and therefore some travel may be necessary across North Wales.

Please note that this post is subject to a 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: hrdesk@northwalesfire.gov.wales

**Closing date for receipt of application forms is 12.00 noon,
13.05.2025**

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.

