



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service

JOB APPLICATION PACK

mawwfire.gov.uk



Introduction

Dear Applicant,

Thank you for your interest in joining Mid and West Wales Fire and Rescue Service.

My vision is for our Service 'to be a world leader in emergency response and community safety.' Whilst we have a proud track record of achievement, we know that there is always room for improvement.

When people think of a career in the Fire and Rescue Service, they tend to think of Firefighters responding to emergency incidents, but it's not just Firefighters who make mid and west Wales a safer place.

Behind the operational scene, the Service has a large range of other posts within different departments which are either office based or in our workshops, and we employee people in professional, technical, and administrative roles.

Without corporate support functions in place to provide the systems, processes and technology, the Service would not be able to deliver the best possible service to our communities.

If you're looking for a career with variety, a challenge, and opportunities for progression, along with all the benefits you'd expect from a key public service organisation, then why not consider joining us in one of our specialist or administrative support functions.

Thank you and good luck



Roger Thomas
Chief Fire Officer, *Head of Paid Service*



EIN GWELEDIGAETH

I ddarparu'r Gwasanaeth gorau posibl i gymunedau canolbarth a gorllewin Cymru.

OUR VISION

To deliver the best possible service for the communities of mid and west Wales.

#eichgtacgc

#yourmawwfrs



BEHAVIOURS

- ✓ Be Accountable
- ✓ Be Respectful
- ✓ Demonstrate Integrity
- ✓ Be Impartial
- ✓ Be Ethical

ENABLERS



Our people



Leadership and Management:
Governance, decision making
and continuous improvement



Financial
Resilience



Corporate Social
Responsibility

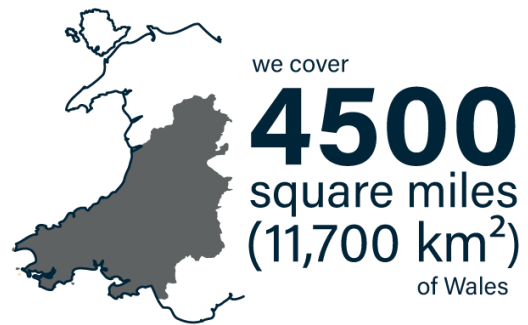


Digital and Information
Communications
Technologies Strategy



Partnerships and
Collaboration

About the Service



The Service was created in 1996 by the Local Government (Wales) Act 1994, following the merger of Dyfed, Powys and West Glamorgan Fire Brigades. Mid and West Wales Fire and Rescue Service covers the following County Council areas:



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council



Cyngor Sir Gâr
Carmarthenshire
County Council



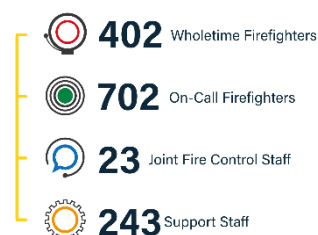
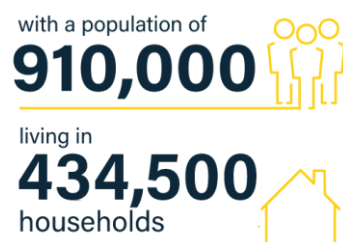
Powys

The Service makes up almost two-thirds of Wales, covering a predominantly rural area of 11,700 km² (4,500 square miles), with 650km of coastline. With its Headquarters in Carmarthen, the Service employs 1300 staff, with a little over a 1100 of those based in one of 58 stations spread across three Divisions. The Service has the third highest population sparsity in England and Wales and there are 900,000 people that live within our Service area. This number increases to over 2 million as a result of tourism through the summer months.

It is the third geographically largest Fire and Rescue Service in the United Kingdom, behind the Scottish and Northern Ireland Fire and Rescue Services. This in itself presents a range of different challenges.

There are a variety of risks found within the Service area, ranging from the petrochemical industries in Milford Haven, to the risks associated with heavily populated areas such as Swansea and Neath Port Talbot. There is also a large farming community and many other light industries throughout the area.

These, together with an extensive coastline and inland waterways, form some of the specialised risks found within the Service.





Benefits

Working for the Service opens the door to a whole portfolio of benefits which can enhance your lifestyle both now and into the future.



Competitive rates of pay - recently reviewed to ensure fairness across all roles; with annual increments to the top of your salary band, as you build knowledge and experience.



Local Government Pension scheme - A generous pension scheme, with the Service making a substantial contribution (currently 15.2%) to funding your retirement, as well as the option to increase your benefits by purchasing additional pension or investing in Additional Voluntary Contributions (AVC).



Generous Annual leave - 26 Days plus bank holidays, going up to 33 days after 5 years employment.



Flexi Scheme - Opportunity to flex your working hours to help accommodate life outside of work.



Free on-site parking



Cycle to Work



Staff Discount scheme



Health and Wellbeing

- Access to Blue Light Card discount scheme
- Car Leasing Salary Sacrifice scheme
- Let's Connect IT equipment loan scheme
- Subsidised canteen facilities
- Sports and Social Club
- Firefighters Charity



A Working Environment Shaped by our Values

Committed to Equality and Diversity -

Equality, diversity and inclusion is at the heart of what we do as a Service and are values which sit at the core of our organisational processes, practices and culture.

As a service, we are committed to identifying, understanding, and eliminating all barriers that prevent access to services, information, and employment.

The Service currently has a small number of internal employee networks / forums in place, which play an active role in:

- Championing issues for employees;
- Contributing to the organisation's diversity and inclusion agenda;
- Advising on policy development;
- Improving the work environment for employees

Committed to reducing our Environmental Impact



We recognise that our operations have an effect on the global and local environment and are committed to minimising adverse environmental impacts within financial, operational and resource constraints.

In our race to Net Zero Carbon Status by 2030, the Service has set itself targets that align with the Welsh Government route map for decarbonisation across the Welsh public sector.

The Service has achieved Level 5 Green Dragon Environmental Standard accreditation for the 8th year in a row.

#CARBONZERO30



Job Profile

Salary: Grade 8 - £37,280-£39,142

ABOUT THIS JOB

Mid and West Wales Fire and Rescue Service is seeking applications from individuals for the role of Facilities and Compliance Manager within the Estates Department, based in Service Headquarters, Carmarthen.

The successful applicant will report to the Deputy Head of Estates.

The Person

The Service administers 58 fire stations and 1300 staff with a budget of over £63 million. Mid and West Wales provides a beautiful environment in which to live and work, and the opportunity for a high quality of life.

The successful candidate will act as the Competent Person ensuring estate compliance with all relevant legislation and regulations related to facilities management and health and safety.

A driving licence is essential for the role.



Job Description

| | |
|-----------------------------|--|
| TITLE OF POST: | Facilities and Compliance Manager |
| RANK/ROLE: | Grade 8 |
| POST REFERENCE: | |
| LOCATION: | Fire Service Headquarters, Carmarthen |
| RESPONSIBLE TO: | Deputy Head of Estates |
| MAIN PURPOSE OF JOB: | <p>To act as the Competent Person ensuring the Estate complies with all current legislation relating to facilities management and compliance.</p> <p>To manage the facilities function of the Service, to include the procurement, evaluation, contract management and administration of the services provided.</p> <p>To promote and participate in achieving the most effective and economic use of the Service premises, facilities, plant, equipment and materials, maintaining the highest standard of operational efficiency and delivery and ensuring that the Service has the most safe and suitable working environment for its employees and their activities.</p> <p>To manage the day-to-day work of contractors delivering servicing, maintenance and associated remedials.</p> |



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

| | |
|---|------------------------|
| 1. To ensure that all facilities and services are maintained to a high level, ensuring that maintenance is carried out in accordance with Health & Safety legislation and the Service's procedures including Permit to Work where required. | Deputy Head of Estates |
| 2. To be the single point of contact for the management of general facilities service and maintenance contracts to include, but not limited to, heating systems, appliance bay doors, waste management, catering equipment, utilities, cleaning, security, grounds maintenance etc, ensuring service providers comply with contractual conditions. | Deputy Head of Estates |
| 3. Ensure buildings and sites are safe, secure and that Intruder, Fire Alarms, Emergency Lighting and door entry systems are regularly serviced and maintained. | Deputy Head of Estates |
| 4. The management of all aspects of facilities related tendering, including the development and review of detailed specifications, tender evaluation, contractor selection and contract award. To work collaboratively with partner organisations on procuring services in accordance with the all-Wales Procurement Strategy. | Deputy Head of Estates |
| 5. To manage and co-ordinate service and PPM contract meetings, update project files, produce statistical data to inform the minor works programme and distribute accurate and agreed minutes. | Deputy Head of Estates |
| 6. To manage the Service's internal Health and Safety system in relation to contractor safety inductions, risk assessments and methods statements. Attend the Health and Safety Committee and command safety meetings to provide updates and gather relevant facilities information. | Deputy Head of Estates |
| 7. To operate and monitor CCTV systems located throughout the Service area. To be responsible for recording, storing and in conjunction with the Data Protection Officer disseminating images, where an appropriate data subject access request has been made. To be responsible for ensuring equipment is maintained and serviced, and that signage is in place where appropriate. | Deputy Head of Estates |



| | |
|--|------------------------|
| 8. To act as the Competent Person (CP) for services such as but not limited to Water Systems, Asbestos, Gas, Radon etc. | Deputy Head of Estates |
| 9. Monitor and review the defect reporting system to help inform the Planned Preventative Maintenance (PPM) programmes of repair. | Deputy Head of Estates |
| 10. To manage the implementation and continual development of the Asset and Facilities Management system, to ensure compliance with any changes to statutory regulation. | Deputy Head of Estates |
| 11. To participate in the sustainability strategy of the Service to minimise its carbon footprint and ensure energy efficiency in line with the Service's strategic objectives, by collecting and producing statistical data from various sources. | Deputy Head of Estates |
| 12. Assist in the planning and monitoring of facilities-related budgets to ensure adequate budget provision and to highlight potential contractual increase in costs in accordance with the Fire Authorities financial regulations. | Deputy Head of Estates |
| 13. Authorisation and processing of supplier and contractor invoices, performing goods receipt notification through the Agresso system and working closely with the finance debtors' team. | Deputy Head of Estates |
| 14. To work closely with the Deputy Head of Estates and Estates Maintenance Officer providing resilience to ensure that risk critical matters are not compromised in the event of their absence. To co-ordinate with other members of the Estates team to ensure any new assets are integrated into the asset management system. | Deputy Head of Estates |
| 15. Maintain up to date knowledge and awareness of appropriate Service and Departmental processes and procedures. | Deputy Head of Estates |
| 16. To undergo training as and when required ensuring the continued development of the role. | Deputy Head of Estates |
| 17. Any other duties commensurate with the grade and levels of responsibility of the post that may be assigned from time to time. | Deputy Head of Estates |



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Mid and West Wales
Fire and Rescue Service

MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

| | |
|--------------------|-----------------------------------|
| POST TITLE | Facilities and Compliance Manager |
| LOCATION | Service HQ, Carmarthen |
| POST NUMBER | |
| GRADE | Grade 8 |
| DEPARTMENT | Estates Department |
| DBS CHECK | Standard |

Please ensure you address each of the following requirements in your Application Form as they will be used for shortlisting purposes. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

| Factor | Evidence | Essential/ Desirable | Assessment Method |
|-----------------------|---|--|--|
| Qualifications | Qualification to level 6 degree (or equivalent) in an Estates, Facilities Management, Building Surveying or Engineering field and/or able to demonstrate appropriate experience. City and Guild Qualification in a Trade background NEBOSH National General Certificate Full Driving Licence | Essential* Desirable Essential* Essential* | Application form and Certificates |
| Knowledge | Able to use Hand Tools An understanding of Health and Safety legislation in particular Risk Assessments and Safe Systems of Work. Ability to order materials and manage the relevant paperwork Knowledge of the Procurement Process within a Public Sector organisation. | Desirable Essential* Essential* Essential* | Application form and Interview |



| | | | |
|--------------------------------------|---|--|---------------------------------------|
| Experience | <p>Relevant experience in the supervision of contracts and quality assurance of projects and services.</p> <p>Experience of managing maintenance works for an Estates portfolio within public or private sector organisation.</p> <p>Experience of carrying out and reporting on Assets and Property condition surveys</p> <p>Experience of managing a number of contractors simultaneously</p> <p>Experience of carrying out routine maintenance and repairs of Buildings and prioritising work.</p> | <p>Essential*</p> <p>Essential*</p> <p>Desirable</p> <p>Desirable</p> <p>Essential*</p> | Application form and Interview |
| Job Related / Personal Skills | <p>Ability to work unsupervised and to work within a small team.</p> <p>The ability to analyse complex information from a number of diverse sources to arrive at sound, evidence based decisions/outcomes.</p> <p>Ability to work well in a busy environment and complete work within a given time frame.</p> <p>Ability to deal with confidential matters in a professional and discrete manner.</p> <p>Ability to supervise the workloads of others</p> <p>Computer literate</p> | <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> | Application form and Interview |
| Communication | <p>Welsh verbal and written skills</p> <p>Ability to provide feedback and problem solve in relation to maintenance issues.</p> <p>Ability to communicate with employees at all levels.</p> | <p>Desirable</p> <p>Essential*</p> <p>Essential*</p> | Application form and Interview |



In line with the Service’s Recruitment and Selection procedure, a standard disclosure is required as a minimum for all roles.

Certain roles will be subject to increased levels of DBS check, dependent on the duties and responsibilities of the role, and as designated by the relevant Head of Command or Department.

Where a requirement for a higher level of DBS check has been identified the level and justification for this is specified below:

LEVEL: Standard

JUSTIFICATION:

PREPARED BY: HR Department **DATE REVIEWED:**



How to Apply

Closing Date: 01 August 2025 at 16:30

The information provided on the application form is key information that will be used in the short listing process. It is therefore important that the guidance notes below are followed when completing the application form. This will ensure all the relevant information is available to make a decision on whether you will be short listed for interview. Short listing will involve assessment of the details provided on the application form against the criteria outlined in the Person Specification provided.

Applications will be accepted in other formats where an applicant has difficulty completing the standard form as a result of disability.

What happens after you've sent in your application?

Once we've received your application, we will separate the equal opportunities monitoring form which will not form part of the selection process and will send the application form only to the shortlisting department. We will send an acknowledgement of receipt to all applicants.

Your application will then be assessed against the criteria (in a person specification) and the shortlisting panel will decide whether it can be shortlisted.

If you are not shortlisted for interview, you will be advised in writing, usually within six weeks of the closing date. If you have not heard from us by then, please contact us.

If you are shortlisted for interview, you will receive an email from us usually within 2-3 weeks of the closing date, advising the date, time and location of the interview. The email will also include details of assessment testing which is to be carried out and will continue the documentation which you are required to bring with you, if applicable to the role.



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