



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

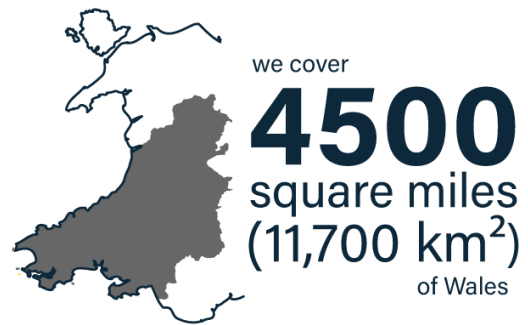


Digital and Information Communications Technologies Strategy



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



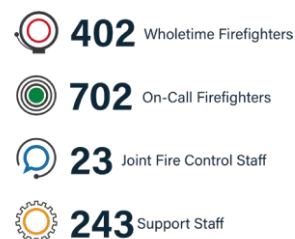
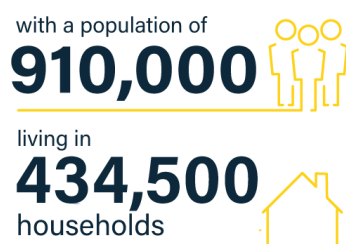
Powys

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 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 in 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 fund 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
- 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: £48,710 - £51,802

ABOUT THIS JOB

We are seeking an experienced learning and development specialist to lead and enhance our approach to education and professional development within the People Development department. Operating at middle management level, this role supports the Head of People Development in the management of the Services learning and development (L&D) function to ensure that it is fit for purpose and able to meet the current and future demands of the organisation.

This role will be responsible for reviewing and improving L&D practices, implementing educational theory, maintaining best practices in L&D strategies, and ensuring compliance with external awarding body standards.

The role will also lead on the adoption of digital learning technologies and ensuring excellence in learning delivery across the organisation.

There will be line management responsibility for the Learning and Development Manager.

Why Join Us?

- Be part of a forward-thinking organisation that values continuous learning and professional growth.
- Lead impactful initiatives that shape the future of learning and development within the organisation.
- Work in a dynamic and supportive environment with opportunities to drive innovation in education and training.



Job Description

TITLE OF POST:	Learning and Development Strategy Manager
RANK/ROLE:	Grade 12
POST REFERENCE:	
LOCATION:	Earlswood Training Centre SA10 6NG
RESPONSIBLE TO:	Head of People Development
	<p>To support the Head of People Development in the management of the Service's Learning and Development function to ensure it is fit for purpose and able to meet the current and future demands of the organisation.</p> <p>To review and improve learning and development (L&D) practices within the Service, implementing educational theory, maintaining best practices in L&D strategies, and ensuring compliance with external awarding body standards.</p> <p>The role will also lead on the adoption of digital learning technologies and ensure excellence in learning delivery across the organisation</p> <p>To have direct line management for the Learning and Development Manager.</p>



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

1. Provide positive role modelling and team leadership, taking an active role in embedding the Service vision, behaviours and standards.	Head of People Development
2 Support curriculum development and create and implement a training center timetable and review regularly to ensure resources are allocated to meet requirements. Aligning with the principles of training delivery on a commercial basis. Provide support and guidance to those responsible for its daily use	Head of People Development
3. Oversee the management of the staff pathways, appraisals, coaching and mentoring, and promotion processes including the learning and development referrals, and regularly review the effectiveness of the process.	Head of People Development
4. Support the design and implementation of career pathways, monitoring and evaluating to ensure effective and fit for purpose	Head of People Development
5. Implement the coaching and mentoring strategy within the organisation and regularly review effectiveness. This will include working with and supporting external organisations to ensure adequate access to coaching and mentoring networks.	Head of People Development
6. Work alongside managers within the department to review, design, and implement a future leader's programme ensuring fit for purpose for all personnel.	Head of People Development
7. Provide managerial oversight to support candidates through learning and development qualifications. Consideration must be given to inclusivity and specific learning needs using current philosophical approaches and theories to support the Services approach to education.	Head of People Development
8. Review the current quality assurance framework and implement changes as required. Provide expertise in supporting and developing internal instructors through initial training and CPD activities. A key focus of this workstream will be raising awareness of individual learner requirements and ensuring an inclusive approach is taken with regards course content.	Head of People Development



9. Lead the integration of innovative digital learning solutions, including e-learning platforms, virtual classrooms, and interactive learning tools.	Head of People Development
10. Embed the use of learning technology throughout our practices, this includes but is not limited to developing a digital strategy for the department, redefining the pedagogy and enhancing the use of assistive technology to support learning.	Head of People Development
11. Provide the expertise required to support and develop assessors, internal verifiers and NVQ candidates. Implement a sampling and standardisation strategy.	Head of People Development
12. Prepare records for external inspection and liaise with external verifiers to ensure Centre status compliance with awarding body requirements and all relevant educational and sector frameworks.	Head of People Development



13. Provide leadership in the field of education, learning and development to ensure the wellbeing of staff and students, and act as a champion for change in sometimes challenging circumstances.	Head of People Development
14. Represent the Service and develop and build trusted professional relationships with senior stakeholders and leaders in the organisation, as well as external partners.	Head of People Development
15. Deputise for the Head of People Development on all matters relating to people development as required. Undertake line management responsibilities for the Learning Development Manager.	Head of People Development
16. Provide direct line manager support to the Grade 8 Learning and Development Manager and provide support and supervision to the department's employees as required to ensure the department's objectives are achieved and employee's needs are catered for.	Head of People Development
17. Evaluate current learning and development strategies, ensuring alignment with industry best practices and organisational goals.	Head of People Development
18. Implement evidence-based educational theories to enhance learning initiatives within the organisation.	Head of People Development
19. Develop and oversee the implementation of learning frameworks that support career development and organisational capability.	Head of People Development
20. Ensure that organisational learning programmes are effective, engaging, and meet the needs of employees at all levels.	Head of People Development
21. Oversee the accreditation processes and ensure maintenance of compliance with external awarding bodies requirements.	Head of People Development
22. Provide flexibility to work late nights and occasional weekends to support all duty systems	Head of People Development



23. Any further duties deemed reasonably necessary, as per Service need which will be determined by the corporate head of emergency response, training and development and/or the Chief Fire Officer.	Head of People Development
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Personal Specifications

TITLE OF POST:	Learning and Development Strategy Manager
LOCATION:	Earlswood Training Centre SA10 6NG
GRADE:	Grade 12
DEPARTMENT:	People Development

QUALIFICATIONS/VOCATIONAL TRAINING/ COMPETENCES	ESSENTIAL	DESIRABLE	ASSESSMENT
1. Post Graduate Certificate in Education or equivalent	✓		
2. Level 5 Certificate in Coaching Qualification	✓		
3. ILM 5 Diploma in Leadership and Management or equivalent.	✓		

KNOWLEDGE

4. Have the experience and knowledge needed to review all learning and development practices and implement the most up to date theory and management of education and learning.	✓		
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5. Have experience in creating learning and development strategies to ensure best practice and maintain Centre status with external awarding bodies.





EXPERIENCE

	ESSENTIAL	DESIRABLE	ASSESSMENT
6. Have experience of implementing new digital learning technology where applicable.	✓		
7. Have experience at operating at, and leading people at middle manager level	✓		

JOB RELATED / PERSONAL SKILLS

8. Be forward thinking and able to work in a dynamic environment where you can influence the future of learning and development in the emergency services sector	✓		
9. Leadership experience at middle management level	✓		

COMMUNICATION SKILLS

10. The ability to speak Welsh is desirable.		✓	
11. Excellent communication, analytical and problem-solving skills.	✓		



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 Division 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:

DATE: June 2025



How to Apply

Closing Date: 27 June 2025

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 shortlisted 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 an 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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