



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 deliver the best possible service for the communities of Mid and West Wales.*' 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

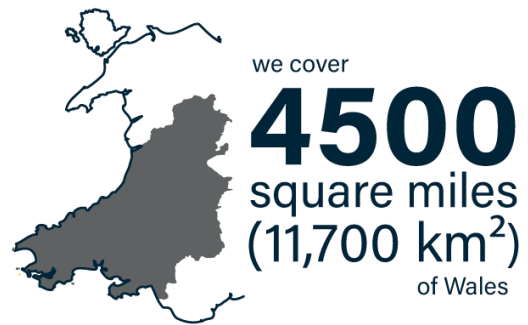


Digital and Information Communications Technologies Strategy



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:



Cyn gor Castell-ne dd Port Talbot
Neath Port Talbot Council



Cyn gor Sir Gâr
Carmarthenshire
County Council



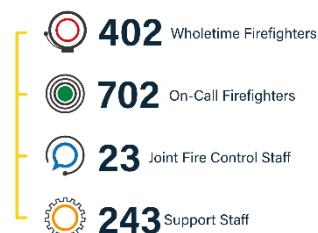
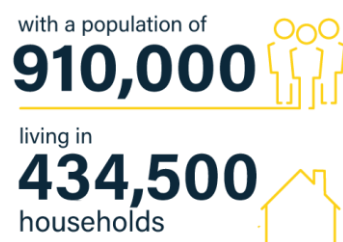
Powys

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: ..£32,061 – 33,699.....

ABOUT THIS JOB

About the job:

A challenging and exciting opportunity exists for the right person to form part of Mid and West Wales Fire and Rescue Service's Community Risk Management Planning (CRMP) team, specifically in the post of Support and Implementation Officer.

The successful candidate will play a key role in supporting the development and delivery of CRMP workstreams aligned with the Service's CRMP 2040 Plan's strategic objectives. The role provides administrative, planning and engagement support across CRMP as well as a resilience capability for the Corporate Communications and Business Development (CBBDD) departments, ensuring effective coordination, communication, and performance monitoring.

The successful individual will play a critical function within CRMP as they ensure administrative and resource continuity and consistency between the three key workstreams of Planning, Evaluation & Performance Reporting, Research & Strategic Review and the Statistical analysis and data team. In addition to the administrative role, there will also be a requirement to coordinate engagement events with the public and external stakeholders, as well as participate in public consultation events as the Service actively engages in meaningful dialogue with the public and other stakeholders on the future of the Fire and Rescue Service in Mid and West Wales.

The Person:

Applicants will have an understanding of the Service's Community Risk Management Plan 2040 and the mechanisms in place to realise the organisation's vision to deliver the best possible service for the communities of Mid and West Wales.

The successful candidate will have the skills and aptitudes to operate effectively both on their own and within a highly functioning team and be able to provide examples of where their professional involvement has made a positive difference. The appointed individual must be highly organised, be a confident communicator with sound judgement and adaptability, with an ability to coordinate, organise and manage activities between the various workstreams within the department and CCBDD when required.

The successful applicant will be based at Fire Service Headquarters in Carmarthen, which administers 58 fire stations and 1300 staff with a budget of over £63 million, however during public engagement and consultation periods there may be occasions where there will be a requirement to work flexible and/or unsociable hours at a range of locations across the Service area.



Job Description

TITLE OF POST:	Community Risk Management Planning (CRMP) Support and Implementation Officer
RANK/ROLE:	Grade 6
POST REFERENCE:	
LOCATION:	Service Headquarters, Carmarthen
RESPONSIBLE TO:	Primary: Head of CRMP Secondary (as required): Head of CCBD, Deputy Head of Department – CRMP
MAIN PURPOSE OF JOB:	The CRMP Support and Implementation Officer plays a key role in supporting the development and delivery of CRMP workstreams aligned with the Service's CRMP 2040 objectives. The role provides administrative, planning, and engagement support across CRMP and CCBD departments, ensuring effective coordination, communication, and performance monitoring.



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

Administrative & Resource Coordination	
1. Coordinate diaries, meetings, and workloads	Heads of CRMP and CCBD
2. Organise internal and external meetings, including logistics and documentation.	Heads of CRMP and CCBD
3. Manage procurement activities and corporate credit card transactions.	Heads of CRMP and CCBD
4. Book and manage attendance at external events using electronic systems.	Heads of CRMP and CCBD
5. Maintain document management systems with robust version control.	Heads of CRMP and CCBD
6. Provide general administrative support across both departments.	Heads of CRMP and CCBD
Communication, Engagement & Promotion	
7. Link in with CCBD and lead communication activities for CRMP functions.	Head of CRMP
8. Develop and update the department's communication strategy and intranet page.	Head of CRMP
9. Upload CRMP reports and promote CRMP 2040 awareness.	Head of CRMP
10. Coordinate engagement events with the public and external stakeholders.	Engagement, Planning and Performance Manager



Planning, Evaluation & Performance Reporting	
11. Develop and format plans aligned with annual focus areas and work packages.	Heads of CRMP and CCBD
12. Track progress against milestones and provide updates to HoD	Heads of CRMP and CCBD
13. Generate regular reports on evaluation outcomes, risks, and performance.	Heads of CRMP and CCBD
14. Support implementation of the Service's Improvement Planning Framework.	Heads of CRMP and CCBD
Risk Management & Quality Assurance	
15. Maintain and review the department's risk log and BCM documentation	Heads of CRMP and CCBD
16. Coordinate exercises and inform leads of emerging risks	Heads of CRMP and CCBD
17. Ensure secure storage and access control of departmental data.	Heads of CRMP and CCBD
18. Support quality assurance to maintain consistency and compliance.	Heads of CRMP and CCBD



Research & Strategic Review	
19. Assist in the development of Launch Papers under the R&R lead/Deputy HoD.	Deputy HoD – CRMP
20. Continuously collate external documentation and monitor legislative changes	Head of CRMP
21. Support updates to CRMP’s Strategic Assessment.	Head of CRMP
Training & Continuous Improvement	
22. Identify and address knowledge gaps through the appraisal process.	Head of CRMP
23. Promote Service behaviours and uphold ethical, respectful, and impartial conduct.	Heads of CRMP and CCBD
24. Seek opportunities for departmental improvement and efficiency.	Heads of CRMP and CCBD



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru
Mid and West Wales
Fire and Rescue Service

MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	Community Risk Management Plan (CRMP) Support and Implementation Officer
LOCATION	Service Headquarters, Carmarthen
POST NUMBER	
GRADE	Grade 6
DEPARTMENT	Community Risk Management Planning (CRMP)
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	Appropriate administrative qualifications at NVQ Level 4/HNC/HND and/or appropriate experience	Essential*	Application form and Certificates
	Current Valid Driving Licence	Essential*	
Knowledge	Knowledge of the Service's Corporate plans and objectives	Essential*	Application form and Interview
	Knowledge of Project management and process mapping	Desirable	
	An understanding of and the ability to use Statistical Information	Essential*	
	Proficiency in Microsoft Office Packages and general IT Applications	Essential*	



Experience	Minimum of two years experience in a related performance Management role	Essential*	Application form and Interview
Job Related / Personal Skills	The ability to develop and document processes and Procedures The ability to interpret and extract relevant information from various sources and turn complex material into succinct, relevant and engaging reports The ability to handle sensitive and/ or confidential documents and information The ability to work under pressure to tight deadlines The ability to work well in a team, collaborate with internal and external resources, gain credibility with senior management and manage through conflict with a positive and flexible attitude Requires strong planning and organisational skills, detail orientated and effective time management skills	Desirable Essential* Essential* Essential* Essential* Essential*	Application form and Interview
Communication	Welsh written and verbal skills Excellent written and communication skills Ability to prepare and present confidently to professional audiences	Desirable Essential* Essential*	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:

JUSTIFICATION:

PREPARED BY:

DATE REVIEWED:



How to Apply

Closing Date: 4.30pm on November 3rd

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.



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service

www.mawwfire.gov.uk