



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

# JOB APPLICATION PACK

[www.mawwfire.gov.uk](http://www.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



Craig Flannery  
Chief Fire Officer



**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  |  Corporate Social Responsibility                              |
|  Leadership and Management: Governance, decision making and continuous improvement |  Digital and Information Communications Technologies Strategy |
|  Financial Resilience  |  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



The Service makes up almost two-thirds of Wales, covering a predominantly rural area of 11,700 km<sup>2</sup> (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

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## **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: £37,280-£39,152.....

## ABOUT THIS JOB

Mid and West Wales Fire and Rescue Service is seeking applications from individuals for the role of Fire Safety Inspector within the Fire Safety Department.

1 post is in Carmarthen, Western Division

1 post is in Morriston, Southern Division

### The Role

A Fire Safety Inspector can complete audits of all regulated premises, including complex and high-risk premises. They may, in some cases, audit buildings based upon fire engineering principles.

Fire Safety Inspectors can investigate and report on breaches of fire safety legislation for the commencement of legal prosecutions. They are qualified to take formal enforcement action for a breach of fire safety legislation.

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.



# Job Description

<b>TITLE OF POST:</b>	Fire Safety Inspector
<b>RANK/ROLE:</b>	Grade 8
<b>POST REFERENCE:</b>	
<b>LOCATION:</b>	Fire Safety Department
<b>RESPONSIBLE TO:</b>	Division Fire Safety Manager
<b>MAIN PURPOSE OF JOB:</b>	<p>The main purpose of this post is to enforce fire safety legislation and associated regulations in accordance with Service policies and procedures.</p> <p>A Fire Safety Inspector can complete audits of all regulated premises including complex and high-risk premises. They may in some cases audit buildings based upon fire engineering principles.</p> <p>A Fire Safety Inspector can investigate and report on breaches of fire safety legislation for the commencement of legal prosecutions. They are qualified to take formal enforcement action for a breach of fire safety legislation.</p> <p>They will be required to report on narrative and plans submissions from building control bodies and advise on fire safety issues relating to the construction, demolition and/or refurbishment of regulated premises. They will also be required to respond to planning consultations as part of amendments to the 'The Town and Country Planning (Development Management Procedure) (Wales) Order 2012' and the 'Developments of National Significance (Procedure) (Wales) Order 2016' made by The Development Procedure (Consultees) (Wales) (Miscellaneous Amendments) Order 2021.</p> <p>All Fire Safety Inspectors who undertake work on high-risk Premises will be required to be formally assessed as part of the IQA process.</p> <p>This job description provides an overview of the requirements of the role.</p>





## SCHEDULE OF RESPONSIBILITIES

## RESPONSIBLE TO

1. Lead the Fire Safety (FS) vision, including positive role modelling and team leadership, taking an active role in embedding the FS operating model successfully.	Divisional Fire Safety Manager
2. Promote respect, integrity, trust, honesty and fairness both within the organisation and in the delivery of services.	Divisional Fire Safety Manager
3. Complete all necessary reports, legal notices, I.T recording and administration.	Divisional Fire Safety Manager
4. To attend hearings at Magistrates and Crown Court, in pursuance of cases relating to Service enforcement and legal action.	Divisional Fire Safety Manager
5. When nominated, to attend internal and external meetings and provide appropriate feedback to managers and colleagues;	Divisional Fire Safety Manager
6. Respond to statutory and non-statutory consultations and undertake any pre or post visits forming part of the consultation;	Divisional Fire Safety Manager
7. Investigate and respond to complaints, enquiries and other such fire safety related matters;	Divisional Fire Safety Manager
8. Provide advice and guidance when requested and make recommendations to support decision making;	Divisional Fire Safety Manager
9. Provide training, development, mentoring and assessment to Service personnel, including those within the department;	Divisional Fire Safety Manager
10. Act as point of contact for nominated Service premises	Divisional Fire Safety Manager
11. Prioritise and manage workload ensuring deadlines are met;	Divisional Fire Safety Manager



12. To report to, and take direction from the Divisional Fire Safety Managers and/or any person nominated;	Divisional Fire Safety Manager
13. Utilise and maintain software systems and databases to help ensure the collation of accurate records and the generation of accurate statistics;	Divisional Fire Safety Manager
14. Lead, liaise and develop engagement practices, with businesses and other key stakeholders to promote fire safety and ensure understanding of compliance needs with regards to regulatory requirements;	Divisional Fire Safety Manager
15. Be committed to attend residential training courses across the UK as required;	Divisional Fire Safety Manager
16. To comply and positively promote general Service policies;	Divisional Fire Safety Manager
17. To demonstrate the respective leadership qualities outlined in the NFCC Leadership Framework	Divisional Fire Safety Manager
18. Undertake work related activities to meet the organisations statutory responsibilities under the Health and Safety at Work etc. Act 1974 and all relevant statutory provisions, codes of practice, and service policies.	Divisional Fire Safety Manager
19. Required to develop and maintain common regulatory competence standards for professionals undertaking local regulation as required by the Better Regulation Delivery Office (BRDO) Regulators Code.	Divisional Fire Safety Manager



20. Required to develop and maintain competency to fulfil the requirements of the national occupational standards for this role i.e. Level-4 Diploma in Fire Safety (Fire Safety Inspector).	Divisional Fire Safety Manager
21. Required to undertake and demonstrate continuous professional development to maintain, improve and broadening your knowledge and skills and that of others in accordance with Service policies and procedures.	Divisional Fire Safety Manager



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## **MID AND WEST WALES FIRE AND RESCUE SERVICE**

### **PERSON SPECIFICATION**

<b>POST TITLE</b>	Fire Safety Inspector
<b>LOCATION</b>	Fire Safety Department
<b>POST NUMBER</b>	
<b>GRADE</b>	8
<b>DEPARTMENT</b>	Fire Safety
<b>DBS CHECK</b>	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.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	Successful completion of (or the ability to successfully complete within the probation period) a minimum Level 4 Diploma in Fire Safety or equivalent qualification e.g. HNC, HND, Higher Apprenticeship or Degree in Construction and the Built Environment, Civil Engineering or Surveying etc.  Successful completion of (or the ability to successfully complete) a NEBOSH qualification or equivalent  Successful completion of (or the ability to successfully complete within the probation period) an IOSH Managing Safely qualification or equivalent  A full and current driving licence  Successful completion of (or the ability to successfully complete) a Level 5 Diploma in Fire Engineering Design or equivalent qualification.	<b>Essential*</b>  Desirable  <b>Essential*</b>  <b>Essential*</b>  Desirable	<b>Application form and Certificates</b>



Knowledge & Understanding			Application form and Interview
	Understand and apply principles of Fire related Health & Safety legislation	Desirable	
	Awareness of national and local Fire & Rescue Service core activities and functions	<b>Essential*</b>	
	Previous knowledge of/or experience within an Occupational Safety sector or role.	Desirable	
	Experience of dealing with professional bodies, organisations and local authority departments	Desirable	
	Have a thorough understanding of the legislation, codes, guides and other supporting documentation that underpin compliance with and enforcement of fire safety measures in the UK	Desirable	
	Demonstrate a thorough understanding of health and safety procedures in the workplace and a willingness to accept responsibility for the welfare of self and others.	<b>Essential*</b>	
	Demonstrate a pro-active and prioritised approach to fire risk identification, planning, assessment and implementing identified remedial action	<b>Essential*</b>	
	Demonstrate an ability to effectively and accurately communicate information in a diverse range of methods	<b>Essential*</b>	
	Demonstrate an understanding of the need for continuous professional development, performance measurement, performance appraisal and the personal development plan	<b>Essential*</b>	
	Have a working knowledge of the Regulatory Reform (Fire Safety) Order 2005	Desirable	
	Have an understanding of the Fire and Rescue Services Act 2004	Desirable	





Job Related / Personal Skills			Application form and Interview
	Have a flexible approach to work.	Essential*	
	Possess a positive approach towards learning and continual professional development	Essential*	
	To have a proactive self-motivated approach, whilst working as part of a team and on their own initiative	Essential*	
	Coordinate own actions with those of others through work planning and work prioritisation	Essential*	
	Demonstrate the ability to interpret, assess and evaluate relevant information from diverse sources and to process accurately and effectively in order to arrive at appropriate decisions.	Essential*	
	The ability to build effective working relationships with internal and external individuals and groups	Essential*	
	Demonstrate the ability to plan and conduct audits	Essential*	
	Apply Critical Thinking and a logical, unbiased and methodical approach to solve Complex Problems	Essential*	
	Demonstrate the ability to understand and apply a comprehensive range of PC and ICT skills, especially Microsoft Office Applications, such as Word, Excel, PowerPoint, Teams.	Essential*	
	The ability to prioritise work and meet deadlines and respond positively under pressure	Essential*	
	Understand and accept the responsibility of participating in, contributing to and promoting a fair and anti-discriminatory culture.	Essential*	
	Demonstrate evidence of non-discriminatory and impartial attitude/practice	Essential*	
	Have an enquiring mind, the ability to actively listen, interpret and process information received.	Essential*	
	Be able to present oneself in a calm and professional manner whilst working under pressure in a Public Facing environment.	Essential*	
	Willingness to attend hearings and court, as part of Service enforcement and legal action	Essential*	
	Be committed to attend residential training courses across the UK as required	Essential*	
	Ability to maintain confidentiality and observe the requirements of the GDPR in relation to all activities	Essential*	



<b>Communication</b>	English Language Skills	<b>Essential*</b>	<b>Application form and Interview</b>
	Welsh Language Skills	Desirable	
	Have strong written and oral communication skills and the ability to communicate technical information to non-experts	<b>Essential*</b>	
	Demonstrate the ability to be an effective communicator with a wide range of stakeholders in various and appropriate formats, e.g. formal letters and reports	<b>Essential*</b>	



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

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**JUSTIFICATION:**

**PREPARED BY:** Group Manager

**DATE REVIEWED:** February 2022



# How to Apply

Closing Date: 26<sup>th</sup> January 2026

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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