



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 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



**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: Grade 4 - £27,254 - £28,598

## ABOUT THIS JOB

Mid and West Wales Fire and Rescue Service is seeking applications from individuals for the post of Estates Project and Office Coordinator, based at Service Headquarters, Carmarthen. This post is full time, working 37 hours per week.

The role of the successful candidate will be project coordination of capital and minor works projects. This will include coordination of the Estate wide asset register, AMS system, CAD drawings/plans and collaborative partner spaces. The successful candidate will also support the Sustainability Officer in collection of environmental data and assist in the day-to-day administration of the office, ensuring the effective and efficient administration of the Estates Department function.

If you require further information regarding the post, please contact Deputy Head of Estates, Alex Rowland, on [a.rowland@mawwfire.gov.uk](mailto:a.rowland@mawwfire.gov.uk)



# Job Description

<b>TITLE OF POST:</b>	Estates Project and Office Coordinator
<b>RANK/ROLE:</b>	Grade 4
<b>POST REFERENCE:</b>	
<b>LOCATION:</b>	Service Headquarters, Carmarthen
<b>RESPONSIBLE TO:</b>	Deputy Head of Estates
<b>MAIN PURPOSE OF JOB:</b>	Project coordination of capital and minor works projects. Including coordination of the Estate wide asset register, AMS system, CAD drawings/plans and collaborative partner spaces. To support the Sustainability Officer in collection of environmental data. To assist in the day-to-day administration of the office, ensuring the effective and efficient administration of the Estates Department function.





## SCHEDULE OF RESPONSIBILITIES

## RESPONSIBLE TO

To undertake administrative duties within the Estates Department to include data processing, general typing and manual and electronic filing, to meet stringent deadlines and ensure complaint records are available.	Deputy Head of Estates
To Liaise with, and prepare as required, documentation and appointments for Departmental Managers, including the management of diaries, typing of confidential letters, confidential filing, formatting and presentation of documents.	Deputy Head of Estates
To provide data entry and administration for the Services Asset Management System (CIPFA or similar system) to include entry of stock condition surveys, site and building assets and legal / site sharing information details. Ensuring that statutory compliance is always achieved.	Deputy Head of Estates
Liaise with other Service Departments regarding Estates issues and assist with the distribution of communication as required.	Deputy Head of Estates
To be responsible for the 'configuration' of all documentation and filing systems within the department and to assist in the administration of departmental projects.	Deputy Head of Estates
To collate and format sustainability data in relation to the Services estate and facilities to support the environmental objectives of the Service.	Deputy Head of Estates
To provide data entry and upkeep property details on "e-pims" (Electronic Property Information Mapping Service) managed by the Welsh Government. Updating Land Registry documentation records.	Deputy Head of Estates
To provide support for the Estates Helpdesk system. Relating to statutory planned preventive maintenance and ensuring compliance of the Estate.	Deputy Head of Estates
To carry out Legionella Flushing duties at Service HQ site to ensure procedures are adhered to.	Deputy Head of Estates
The management and stock control of stationery and other office consumables, processing of external resource requirements as and when required, and provide reports on actual and committed expenditure including breakdowns.	Deputy Head of Estates



To support the Department's internal purchasing requirements as an Agresso requisitioner for minor and capital project works.	Deputy Head of Estates
To provide telephone support and be available at HQ site for any Estates related enquiries/visitors.	Deputy Head of Estates
To maintain the Estates key box, ensuring any visitors or staff members sign out and return keys to the Department.	Deputy Head of Estates
To provide administrative support and co-ordination for minor and capital projects. That will involve maintaining project financial trackers and risk registers. Liaising with project stakeholders and coordinating site survey visits. Recording supplier inductions and risk assessments ensuring they are in date. Recording project critical details working with the capital project manager and Deputy Head of Estates.	Deputy Head of Estates
To attend internal and external meetings, forums, workshops and training sessions to develop skills that could benefit both personal development and business needs.	Deputy Head of Estates
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
Commit to safeguarding and promoting the welfare of children, young people, and adults at risk of abuse and or neglect in the wider communities by reporting concerns to the Services Safeguarding Officer and/or Safeguarding Team.	Safeguarding Officer and/or Safeguarding Team.



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

### **PERSON SPECIFICATION**

<b>POST TITLE</b>	Estates Project and Office Coordinator
<b>LOCATION</b>	Service Headquarters, Carmarthen.
<b>POST NUMBER</b>	
<b>GRADE</b>	Grade 4
<b>DEPARTMENT</b>	Estates
<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>	Appropriate administrative qualifications at NVQ Level 4/HNC/HND and/or appropriate experience  Current Driving Licence	<b>Essential*</b>  <b>Essential*</b>	<b>Application form and Certificates</b>
<b>Knowledge</b>	Knowledge and understanding current relevant Service Policies and Procedures  Understanding of Data Protection principles and issues relating to a disclosure of personal information	<b>Desirable</b>  <b>Essential*</b>	<b>Application form and Interview</b>



<b>Experience</b>	Experience of day-to-day office administration  Experience of interpreting statistical information	<b>Essential*</b>  Desirable	<b>Application form and Interview</b>
<b>Job Related / Personal Skills</b>	Experience in Microsoft Office packages and various other software packages  The ability to work under pressure to tight deadlines, often having to prioritise to meet unexpected or changing workload	<b>Essential*</b>  Desirable	<b>Application form and Interview</b>
<b>Communication</b>	Welsh written and verbal skills  English written and verbal skills  Good interpersonal and communication skills at all levels	Desirable  <b>Essential*</b>  <b>Essential*</b>	<b>Application form and Interview</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

**JUSTIFICATION:** .....

**PREPARED BY:**

**DATE REVIEWED:**





# How to Apply

Closing Date: 19 January 2026 at 16:30pm

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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