



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



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



Leadership and Management:
Governance, decision making
and continuous improvement



Financial
Resilience



Corporate Social
Responsibility

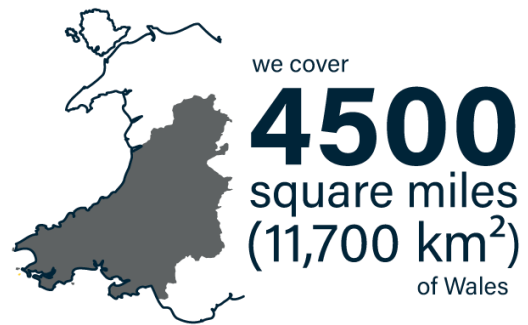


Digital and Information
Communications
Technologies Strategy



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



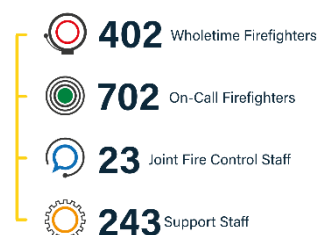
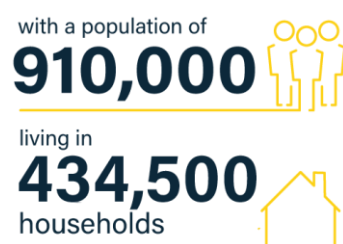
Powys

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: Grade 6 - £32,061 - £33,699

ABOUT THIS JOB

Mid and West Wales Fire and Rescue Service is seeking applications from enthusiastic and detail-oriented individuals for the permanent role of **HR Information System Administrator** within the Human Resources Department, based at Service Headquarters, Carmarthen.

This is an exciting opportunity to play a key role in the administration, maintenance, and development of the Service's PeopleXD HR system, ensuring the accuracy of employee records, effective HR and payroll workflows, and the provision of management information and reporting. The successful candidate will work closely with HR, Payroll, managers, and system providers to support continuous improvement, deliver user training and guidance, and contribute to the successful implementation of new system functionality.

If you have excellent administrative, analytical, and communication skills, together with experience of HR systems and a commitment to delivering high-quality customer service, we would welcome your application.

This is a full time post working 37 hours per week with flexible hours in line with the Service's flexi-time scheme.

Enquiries

For further information regarding this post, please contact Human Resources Manager, Lizzie Jones at lizzie.jones@mawwfire.gov.uk



Job Description

TITLE OF POST:	Human Resources Information Systems Administrator
RANK/ROLE:	Grade 6
LOCATION:	Service HQ
RESPONSIBLE TO:	Human Resources Manager – Establishment
MAIN PURPOSE OF JOB:	To be responsible for the maintenance of the Human Resources Information System. The post holder will liaise closely with key stakeholders to ensure the system is up to date and accurate. The HR Information Systems Administrator will have an understanding of the system, and the workflows generated from it. They will ensure that all personnel records within PeopleXD are accurate, correctly reflecting changes in the organisation as they occur.



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

To manage the Department's information management system in relation to the implementation of this software. Ensuring appropriate document security arrangements are in place in line with legislative and Service requirements.	HR Manager – Establishment
Ensure that all transactional movements are updated on PeopleXD in a timely manner, working closely the payroll team, HR Advisors and others in the department to ensure all relevant workflows are effective and efficient.	HR Manager – Establishment
Ensure that newly appointed personnel have records created on the PeopleXD system in a timely manner, maintaining accurate employees post references and recommending improvement as necessary.	HR Manager – Establishment
To assist the Information Systems Officer in the development of the the PeopleXD system including the implementation of new or additional modules, ensuring appropriate training is rolled out to end users to maximise the effectiveness and efficiency of the system.	HR Manager – Establishment
To arrange and contribute to meetings with key stakeholders as required to map the requirements of all key stakeholders.	HR Manager – Establishment
Provide functionality advice, guidance and support where needed to all identified stakeholders to ensure effective development of functionality.	HR Manager – Establishment
To develop guidance documents to assist with the updating of the HR Department Procedural Guidance Documents to reflect the use of PeopleXD.	HR Manager – Establishment
Manage and participate in the development and delivery of a communication strategy to support the role out of the new packages.	HR Manager – Establishment
Maintain a continual awareness if technical advances and development of the system software through close liaison with the provider.	HR Manager – Establishment
To undertake any required training and development associated with PeopleXD to maintain their own skills and overall competencies relevant to the role.	HR Manager – Establishment



Responsible for the collation of statistics appropriate to all contractual issues and HR Department activities where required, as and when requested.	HR Manager – Establishment
Responsible for the periodic Audit Headcount of employee records as part of the Internal Audit Departments continuous monitoring programme.	HR Manager – Establishment
To create and generate reports to provide information from the PeopleXD HR system for line managers and other departments as and when required.	HR Manager – Establishment
To ensure the timely resolution of cases with PeopleXD Access Support, escalating matters where necessary if a timely solution is not achieved.	HR Manager – Establishment
Any other duties that can be reasonably classed as general duties commensurate with the grade of the post.	HR Manager – Establishment
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.	HR Manager – Establishment



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MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	HR information Systems Administrator
LOCATION	Service Headquarters, Carmarthen
POST NUMBER	ADM.037
GRADE	Grade 6
DEPARTMENT	Human Resources 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	Appropriate administrative qualifications and/or appropriate experience with a HR/Payroll System Appropriate administrative qualifications and/or appropriate experience with a HR/Payroll System	Essential* Desirable	Application form and Certificates
Knowledge	Proficiency in Microsoft Office packages and general IT applications An understanding of and the ability to use statistical information Understanding of Data Protection principles and issues relating to a disclosure of personal information Knowledge of a HR information system	Essential* Essential* Essential* Essential*	Application form and Interview



Experience	Current experience of working in a Human Resources environment Experience of managing, prioritising and organising personal workload	Essential* Essential*	Application form and Interview
Job Related / Personal Skills	Excellent interpersonal skills The ability to interpret and extract relevant information from various sources, and turn complex material into succinct, relevant and engaging reports The ability to work under pressure to tight deadlines, often having to prioritise to meet unexpected or changing workload The ability to advise, influence and persuade others, often at senior levels	Essential* Essential* Essential* Desirable	Application form and Interview
Communication	Welsh written and verbal skills English written and verbal Ability to prepare and present confidently to professional audiences	Desirable Essential* Desirable	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:

DATE REVIEWED:



How to Apply

Closing Date: 25 August 2026 at 1630pm

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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