



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service

JOB APPLICATION PACK

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 employ 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



Corporate Social Responsibility



Leadership and Management: Governance, decision making and continuous improvement



Digital and Information Communications Technologies Strategy



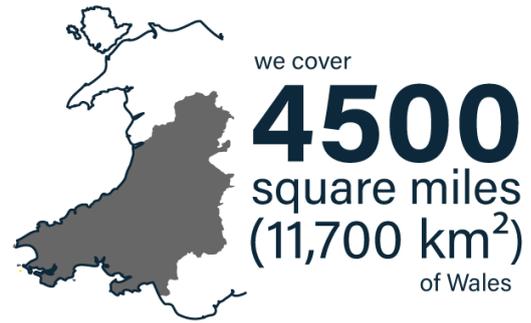
Financial Resilience



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 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: £36,124 - £37,938

ABOUT THIS JOB

Enter job description here:

We are seeking a Learning and Development Manager to support our approach to education and professional development within the People Development department. This role will support the Learning and Development Strategy Manager in the delivery of the Services learning and development (L&D) function to ensure that it meets the current and future demands of the organisation.

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

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

There will be line management responsibility for the Grade 4 Admin role.

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 Manager
RANK/ROLE:	Grade 8 (nominal)
POST REFERENCE:	ADM.011
LOCATION:	Earlswood Training Centre SA10 6NG
RESPONSIBLE TO:	Learning and Development Strategy Manager
	<p>To support the Learning and Development Strategy Manager with the implementation of the Service's learning and development (L&D) function to ensure it meets current and future demands of the organisation.</p> <p>To ensure L&D practices are maintained using the latest educational theory and best practices in L&D strategies.</p> <p>Maintain centre status and ensure compliance with external awarding body standards.</p> <p>Manage development and progression processes within Mid and West Wales Fire and Rescue Service (MAWWFRS).</p> <p>Be involved in the adoption of digital learning technologies to ensure excellence in learning delivery across the organisation</p> <p>To have direct line management responsibility for the Administrative assistant</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.	Learning and Development Strategy Manager
2 Support curriculum development, and the maintenance of a training Centre timetable ensuring resources are allocated to meet requirements and align with the principles of training delivery on a commercial basis. Provide support and guidance to those responsible for its daily use.	Learning and Development Strategy Manager
3. Manage the staff pathways, appraisals, coaching and mentoring, and promotion processes and regularly review their effectiveness. Progress all learning and development referrals from these processes.	Learning and Development Strategy Manager
4. Support the implementation and running of the coaching and mentoring strategy and work with external organisations providing access to coaching and mentoring networks.	Learning and Development Strategy Manager
5. Work alongside managers within the department to ensure the future leaders programme continues to be fit for purpose for all personnel.	Learning and Development Strategy Manager
7. Support candidates through learning and development qualifications considering inclusive and specific learning needs using current philosophical approaches and theories in partnership with the HR Department.	Learning and Development Strategy Manager
8. Maintain Centre status by coordinating the accreditation processes and communication strategies to support internal quality assurance and external quality assurance requirements and maintenance of compliance.	Learning and Development Strategy Manager
9. Ensure any additional L&D support requests are facilitated for candidates, in line with Service expectations.	Learning and Development Strategy Manager
10. Support the use of innovative digital learning solutions, including e-learning platforms, virtual classrooms, and interactive learning tools using a digital strategy.	Learning and Development Strategy Manager
11. Provide ongoing support, training, and maintenance of competence for internal assessors, internal verifiers and SFJ candidates to comply with the sampling and	Learning and Development Strategy Manager



standardisation strategy.	
12. Maintain 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.	Learning and Development Strategy Manager



13. Provide leadership and support 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.	Learning and Development Strategy Manager
14. Represent the Service and develop and build trusted professional relationships with internal and external partners.	Learning and Development Strategy Manager
15. Assist the Department managers in the maintenance of a competency-based training and development system within Service.	Learning and Development Strategy Manager
16. Provide direct line manager support to the Grade 4 Admin role 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.	Learning and Development Strategy Manager
17. Manage the Services governance arrangements, which ensures compliance against awarding bodies regulations.	Learning and Development Strategy Manager
18. Facilitate induction training for new candidates enrolled onto SFJ & NOS programmes. Liaison with internal assessors to monitor the progress of candidates.	Learning and Development Strategy Manager
19. Support and develop assessors, internal verifiers and SFJ candidates using a sampling and standardisation strategy.	Learning and Development Strategy Manager
20. Design and deliver learning opportunities to suit all personnel within the organisation such as webinars, and development days etc.	Learning and Development Strategy Manager
21. Oversee the accreditation processes and ensure maintenance of compliance with external awarding bodies' requirements.	Learning and Development Strategy Manager
22. Provide flexibility to work late nights and occasional weekends to support all duty systems	Learning and Development Strategy Manager



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.	Learning and Development Strategy Manager
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Personal Specifications

TITLE OF POST:	Learning and Development Manager
LOCATION:	Earlswood Training Centre SA10 6NG
GRADE:	Grade 8
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.	✓		
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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