



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

# JOB APPLICATION PACK

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



# Introduction

Dear Applicant,

Thank you for your interest in joining Mid and West Wales Fire and Rescue Service.

My vision for our Service is 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 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



**Iwan Cray**  
Deputy 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

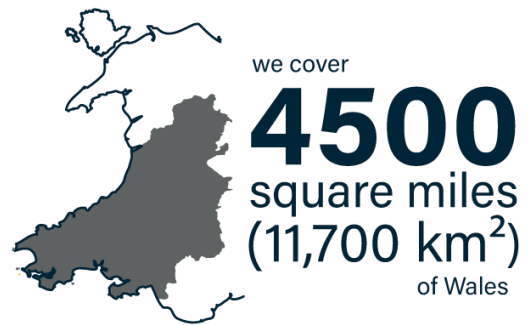


Digital and Information  
Communications  
Technologies Strategy



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



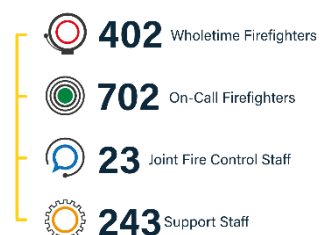
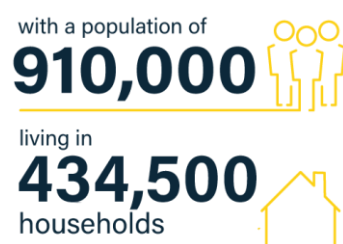
**Powys**

The Service makes up almost two-thirds of Wales, covering a predominantly rural area of 11,700 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 9 - £39,862 - £41,771

## About this Job

A challenging and exciting opportunity exists for the right person to form part of Mid and West Wales Fire and Rescue Service in the post of temporary Human Resources Advisor.

The successful individual will be responsible for offering Service wide HR support to managers, employees, and members of the HR Support Team. The focal point of the role will be to foster relationships by providing solutions, advice and guidance in a proactive manner. Key to this role will be supporting the assigned manager in the completion of an allocated portfolio.

## The Person

Suitable applicants will have experience operating in a Human Resources environment, demonstrating excellent interpersonal skills in order to advise employees. Candidates will hold, or be working towards, Graduate CIPD Membership, with a strong knowledge of HR practices and how to apply them in accordance with Employment Law.

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. 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>       | Human Resources Advisor (Fixed Term covering Maternity)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>RANK/ROLE:</b>           | Grade 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>POST REFERENCE:</b>      | Human Resources Department, Service Headquarters, Carmarthen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>LOCATION:</b>            | HR Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>RESPONSIBLE TO:</b>      | Human Resources Advisor (Fixed Term covering Maternity)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>MAIN PURPOSE OF JOB:</b> | <ol style="list-style-type: none"><li>1. To build strong professional relationships with stakeholders by providing well thought through solutions, advice and guidance on issues related to Human Resource in a proactive and timely manner.</li><li>2. Provide support and guidance for managers, employees, members of the HR Support Team and the Department's referenced officers on HR related matters.</li><li>3. Using experience, skills and knowledge of HR to make an impact in key areas such as management of sickness; performance management; succession planning and recruitment/promotion.</li><li>4. Coach/Mentor individuals encouraging a learning environment where individuals develop in their role e.g. Line Managers to deal proactively with people issues.</li></ol> |





|                                                                                                                                                                                                                                                           |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. Act as the main point of contact for your assigned areas for all HR related issues. Providing accurate, considered advice/solutions to people issues within the service level agreement targets.                                                       | HR Manager  |
| 2. To support their assigned HR Manager in the completion of HR activities related to the HR Manager's allocated portfolio of responsibility.                                                                                                             | HR Manager  |
| 3. Build trusted professional relationships with Line Managers to support them in driving business performance to support operational needs. This will include proactive support by ensuring they are aware of and follow policies/procedures effectively | HR Manager  |
| 4. Foster a 'one team' culture by ensuring accuracy/accountability for own workload but also supporting others to ensure standards and deadlines are met.                                                                                                 | HR Manager  |
| 5. Provide guidance and training to the Clerical/HR Assistants on dealing with recruitment, occupational health; employee relations matters to ensure the smooth running of the Support Team.                                                             | HR Manager  |
| 6. Maintaining a clear understanding of and providing up to date knowledge of the legal framework within which HR operates; developing HR policies in line with current legislation and keeping abreast of modern HR procedures and best practice.        | HR Manager  |
| 7. Liaise with the HR Managers to provide support and information to enable them to monitor HR matters within their areas of responsibility e.g. discipline, recruitment, sickness absence and maintaining the database with relevant information         | HR Manager  |
| 8. Utilise systems to maximise the flow of accurate information. Analyzing trends and metrics to support decision making and recommendations for improvement.                                                                                             | HR Advisors |
| 9. Proactively contribute to the development and improvement of HR administrative processes and procedures having regard of the requirement for efficiency improvements; system utilization and the Service's commitment to sustainability.               | HR Manager  |



|                                                                                                                                                                                                   |                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 10. Assist the Head of Human Resources in his duties and responsibilities relating to carry out of investigations relating to discipline or appeals.                                              | Head of Human Resources |
| 11. Willingly share your professional knowledge and experience with other team members to foster a culture of continued development and improvement.                                              | HR Manager              |
| 12. To represent the HR Department in carrying out campaigns, training or attendance at events as directed.                                                                                       | HR Manager              |
| 13. Responsible for the updating of HR published material e.g. procedures, web and intranet content after consultation with Head of Human Resources; HR Managers and wider members of the HR Team | HR Manager              |
| 14. Any other duties relevant to the grade                                                                                                                                                        | HR Manager              |



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

### **PERSON SPECIFICATION**

|                    |                                                         |
|--------------------|---------------------------------------------------------|
| <b>POST TITLE</b>  | Human Resources Advisor (Fixed Term covering Maternity) |
| <b>LOCATION</b>    | Service Headquarters, Carmarthen                        |
| <b>POST NUMBER</b> |                                                         |
| <b>GRADE</b>       | 9                                                       |
| <b>DEPARTMENT</b>  | Human Resources Department                              |
| <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/<br/>Desirable</b>                                              | <b>Assessment<br/>Method</b>                 |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------|
| <b>Qualifications</b> | Hold or working towards Graduate CIPD Membership<br><br>Current Driving Licence                                                                                                                                                                                                                                                                        | <b>Essential*</b><br><br><b>Essential*</b>                                   | <b>Application form<br/>and Certificates</b> |
| <b>Knowledge</b>      | Proficiency in Microsoft Office packages and general IT applications<br><br>Knowledge of HR practices, including terms and conditions/ contract of employment<br><br>Understanding of Data Protection principles and issues relating to a disclosure of personal information<br><br>An understanding of and the ability to use statistical information | <b>Essential*</b><br><br><b>Essential*</b><br><br>Desirable<br><br>Desirable | <b>Application form<br/>and Interview</b>    |



|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |                                       |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Experience</b>                    | Previous generalist experience of working in a Human Resources environment<br><br>Demonstrable experience working as a HR Business Partner / Advisor in a large organisation                                                                                                                                                                                                                                                                                                                  | <b>Essential*</b><br><br>Desirable                                                           | <b>Application form and Interview</b> |
| <b>Job Related / Personal Skills</b> | Excellent interpersonal skills in order to communicate with and advise employees and members of the public<br><br>The ability to interpret and extract relevant information from various sources, and turn complex material into succinct, relevant and engaging reports<br><br>The ability to work under pressure to tight deadlines, often having to prioritise to meet unexpected or changing workload<br><br>The ability to advise, influence and persuade others, often at senior levels | <b>Essential*</b><br><br><b>Essential*</b><br><br><b>Essential*</b><br><br><b>Essential*</b> | <b>Application form and Interview</b> |
| <b>Communication</b>                 | Ability to prepare and present confidently to professional audiences<br><br>Welsh written and verbal skills<br><br>English written and verbal skills                                                                                                                                                                                                                                                                                                                                          | <b>Essential*</b><br><br>Desirable<br><br><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: 20 November 2025 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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