



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 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



Roger Thomas
Chief Fire Officer, *Head of Paid Service*



EIN GWELEDIGAETH

I ddarparu'r Gwasanaeth gorau posibl i gymunedau canol-barth a gorllewin Cymru.

OUR VISION

To deliver the best possible service for the communities of mid and west Wales.

#eichgtacgc #yourmawwfrs

BEHAVIOURS

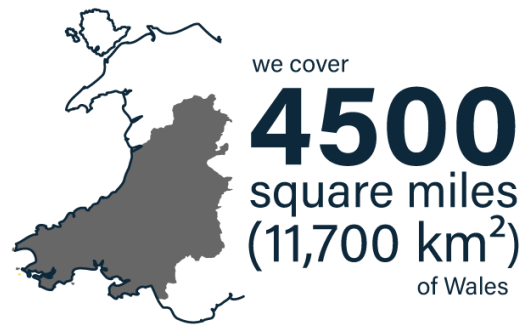
- ✓ Be Accountable
- ✓ Be Respectful
- ✓ Demonstrate Integrity
- ✓ Be Impartial
- ✓ Be Ethical

Candidates will be assessed against these behaviours throughout the recruitment process.

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



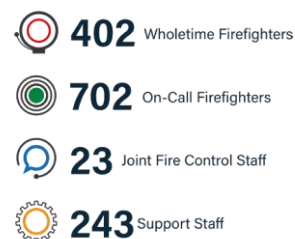
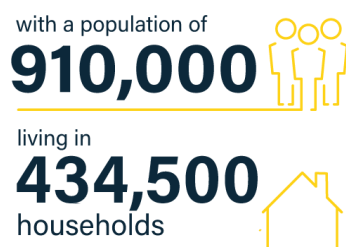
Powys

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:£32,061 – 33,699.....

ABOUT THIS JOB

Road Safety Lead Practitioner

The role of Road Safety Lead Practitioner will be to coordinate, assure and support service personnel in the delivery of Road and Youth activities across Mid and West Wales Fire and Rescue Service.

The successful candidate will be working from the Central Team Community Safety at Mid and West Wales Fire and Rescue Services Headquarters, Carmarthen.

The Person

Applicants will have a good understanding of how the preventative and engagement agenda can positively influence Community Safety to Road Safety.

They will have the skills and aptitudes to operate effectively at supervisory practitioner's level, be confident communicators, have sound judgement and be able to demonstrate a track record of engaging with the public. They will be required to actively generate and assist with the coordination of partnership working within the division, attend meetings and events as required.

The successful candidate will assist and coordinate the promotion and delivery of Road Safety interventions under the direction of the Central Community Safety Lead. Provide support and guidance to key stakeholders on Road Safety initiatives and activities. Liaise with Community Safety Divisional teams to ensure Road Safety strategic objectives are achieved, in addition to supporting National Road Safety activities. Support additional Community Safety and Youth interventions and will hold line management responsibilities to Welsh Government-funded Road / Practitioners.

The post holder will keep accurate and comprehensive records and will be prepared to work flexible and/or unsociable hours. They will foster trust and build constructive working relationships to ensure the promotion of Community Safety messages. As part of the engagement and delivery aspects of the team, the post holder will be expected to work from a range of locations across the Divisional area.

Safeguarding

The applicant will commit to Mid and West Wales Fire and Rescue Services' Safer Recruitment procedures.



Job Description

TITLE OF POST:	Road Safety Lead Practitioner
RANK/ROLE:	Grade 6
POST REFERENCE:	
LOCATION:	Carmarthen Headquarters
RESPONSIBLE TO:	Road Safety Lead Officer
MAIN PURPOSE OF JOB:	<p>To assist and coordinate the promotion and delivery of Road Safety interventions under the direction of the Central Community Safety Lead.</p> <p>To provide support and guidance to key stakeholders on Road Safety initiatives and activities</p> <p>To liaise with Community Safety Divisional teams to ensure Road Safety strategic objectives are achieved, in addition to supporting National Road Safety activities</p> <p>To support additional Community Safety and Youth interventions.</p> <p>Line management responsibilities to Road Safety / Youth Practitioner</p>



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

1. To assist and coordinate the promotion and delivery of Road Safety interventions	Road Safety Lead Pra
2. To develop, implement, arrange training on Road Safety programs and resources and able to write risk assessments as required.	Road Safety Lead
3. Keep accurate comprehensive records on Road Safety initiatives and analyse/interpret statistical data.	Road Safety Lead
4. To coordinate and assist in the development of new initiatives designed to support the reduction of Killed and Serious Injuries figures of road users.	Road Safety Lead
5. Collaborate with Road Safety partners, law enforcement agencies and stakeholders by attending local and regional meetings / conferences.	Road Safety Lead
6. Provide liaison with Divisional Community Safety Teams and Response Teams on Road Safety initiatives and organise campaigns.	Road Safety Lead
7. Provide support to other Community Safety and Youth interventions when required.	Road Safety Lead / Central Community Safety Lead
8. To register and claim externally accredited qualifications relating to Service Youth Courses with the relevant awarding body. This will require the post holder to liaise with the people responsible within Divisional Community Safety teams.	Central Community Safety Lead
9. Promote respect, integrity, trust, honesty and fairness both within the organisation and in the delivery of services.	Road Safety Lead



10. To observe and promote practices and activities contained within Service policies and procedures.	Road Safety Lead
11. To provide day to day leadership / line management for Road Safety Practitioner	Road Safety Lead
12. Commit to safeguarding and promoting the welfare of children, young people, and the wider communities by reporting concerns to Services Safeguarding Officer and / or Safeguarding Team.	Road Safety Lead
13. Be prepared to work flexible / unsociable hours	Road Safety Lead



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MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	Road Safety Lead Practitioner
LOCATION	Headquarters
POST NUMBER	
GRADE	Grade 6
DEPARTMENT	Community Safety
DBS CHECK	Enhanced

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	Level 3 qualification in training and assessing Driving Licence	Essential* Essential*	Application form and Certificates
Knowledge	Knowledge of social and demographic road safety issues and how they influence delivery to a target audience. An understanding of personal training, performance appraisals and personal development plans. Ability to use a comprehensive range of systems including: Microsoft Word, Excel, PowerPoint and Teams, SharePoint	Essential* Desirable Essential*	Application form and Interview



Experience	<p>Experience of involvement in engagement projects with internal and external stakeholders.</p> <p>Successful track record of managing Teams and function to achieve common goals.</p>	<p>Essential*</p> <p>Essential*</p>	Application form and Interview
Job Related / Personal Skills	<p>Plan, prioritise workloads against competing demands and have an objective rational approach to decision making and problem solving.</p> <p>A highly motivated individual with the ability to deliver preventive and engagement initiatives to reduce risk.</p> <p>Commitment to working flexible hours where appropriate to deliver organisational needs.</p> <p>An effective role model exemplifying trust, respect, accountability, positiveness, integrity and awareness of own impact on team and members of the public</p>	<p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p>	Application form and Interview
Communication	<p>Ability to present, communicate, engage and interact confidently with a range of audiences</p> <p>Interpersonal and Communication skills consistent and effective collaboration with partner agencies.</p> <p>Communicate through the medium of Welsh.</p>	<p>Essential*</p> <p>Essential*</p> <p>Desirable</p>	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 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:Enhanced.....

JUSTIFICATION:

PREPARED BY: Deputy Head of CS
Aled Griffiths

DATE: April 2025



How to Apply

Closing Date:

The information provided on the application form is key information that will be used in the shortlisting 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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