



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 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



A stylized, handwritten signature in black ink that reads "Craig Flannery".

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



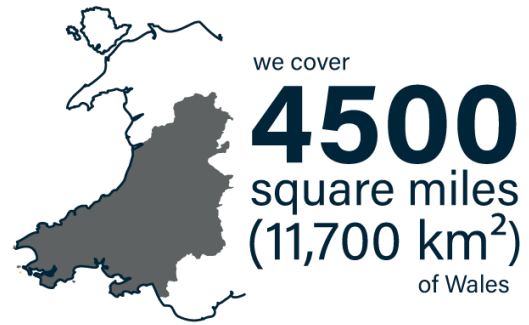
Financial Resilience



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:

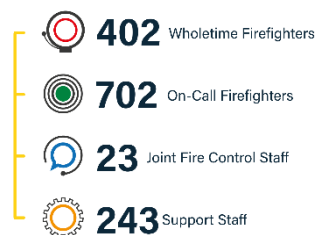
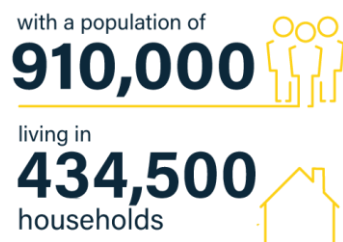


The Service makes up almost two-thirds of Wales, covering a predominantly rural area of 11,700 km² (4,500 square miles), with 650km of coastline. With its Headquarters in Carmarthen, the Service employs 1300 staff, with a little over a 1100 of those based in one of 58 stations spread across three Divisions. 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 a motivated and knowledgeable Internal Quality Assurance (IQA) professional to join our People and Organisational Development department on a temporary basis.

Following recent organisational restructure, this role is essential in ensuring we maintain the highest standards of accredited learning and continue to meet the requirements of our awarding bodies, including Skills for Justice (SFJ) and the Institute of Leadership and Management (ILM). This is an excellent opportunity for someone who is passionate about high-quality learning, assessment and professional standards

This is a 12-month temporary post working 2 days per week with flexible hours in line with the Service's flexi-time scheme.



Job Description

The People and Organisational Development Internal Quality Assurer Coordinator will provide specialist oversight, coordination and assurance of all accredited learning and assessment activity across Mid and West Wales Fire and Rescue Service (MAWWFRS).

This temporary role has been created to address a capacity gap following departmental restructure and to protect the organisation's **SFJ** and **ILM Centre Status**, ensuring full compliance with awarding body requirements and maintaining the quality, consistency and reliability of regulated qualifications.

The postholder will act as the Service's subject matter expert for internal quality assurance, supporting assessors, strengthening compliance, and ensuring MAWWFRS continues to deliver high-quality, valid and nationally recognised learning outcomes.

Schedule of Responsibilities	Responsible to
1) Conduct internal quality assurance sampling in line with SFJ and ILM standards.	Learning and Development Manager
2) Ensure assessment decisions are fair, valid, reliable and consistent across the Service.	Learning and Development Manager
3) Maintain accurate, auditable IQA records to meet awarding body evidence requirements.	Learning and Development Manager
4) Assist with preparation for External Quality Assurer (EQA) visits and coordinate responses to action plans.	Learning and Development Manager
5) Assist with ensuring MAWWFRS meets all SFJ and ILM centre approval, audit and reporting requirements.	Learning and Development Manager
6) Identify risks to qualification delivery and advise POD leadership on improvement actions.	Learning and Development Manager
7) Ensure learning and assessment practices reflect equality, fairness and neurodiversity considerations.	Learning and Development Manager



Schedule of Responsibilities	Responsible to
8) Provide professional guidance, mentoring and development to assessors across POD and wider departments.	Learning and Development Manager
9) Coordinate and deliver standardisation activities to embed best practice across the Service.	Learning and Development Manager
10) Monitor trends, risks, themes and improvement opportunities arising from IQA activity.	Learning and Development Manager
11) Maintain accurate learner, assessor and qualification tracking data.	Learning and Development Manager
12) Work collaboratively with internal departments and external partners, including Joint Fire Control.	Learning and Development Manager
13) Promote consistent adherence to Service values and community-focused professional standards	Learning and Development Manager
14) Contribute to continuous improvement across the People Development function.	Learning and Development Manager



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MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	Internal Quality Assurance Coordinator
LOCATION	Earlswood Training Centre SA10 6NG
POST NUMBER	
GRADE	Grade 6
DEPARTMENT	People and Organisational Development
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	Recognised Internal Quality Assurance qualification <i>e.g. Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (or equivalent)</i> .	Essential*	Application form and Certificates
	Assessor qualification (TAQA/A1 or equivalent).	Essential*	
	Qualification in education, learning or development (e.g. Level 3 Award in Education & Training).	Desirable	
	Evidence of recent and relevant CPD relating to assessment or quality assurance.	Desirable	
	Additional qualifications relevant to vocational training, leadership, or fire & rescue development pathways.	Desirable	



Knowledge	<p>Demonstrable experience conducting internal quality assurance for regulated qualifications.</p> <p>Experience supporting assessors, giving developmental feedback and leading standardisation.</p> <p>Experience working with awarding bodies such as SFJ, ILM or equivalent.</p> <p>Experience within a fire and rescue service, emergency services, or similar regulated training environment.</p> <p>Experience preparing for or supporting External Quality Assurer (EQA) visits and action plans.</p> <p>Proven experience maintaining accurate and auditable IQA and learner records.</p>	Essential* Essential* Essential* Essential Desirable Desirable	Application form and Interview
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<p>Experience</p>	<p>Strong understanding of regulated qualifications, assessment principles and awarding body requirements.</p> <p>Knowledge of internal quality assurance sampling strategies, compliance evidence and audit standards.</p> <p>Understanding of good practice in assessor development and standardisation.</p> <p>Awareness of equality, fairness and neurodiversity considerations in learning and assessment.</p> <p>Understanding of the importance of Centre Status and the implications of non-compliance.</p> <p>Working knowledge of SFJ and ILM standards applicable to fire and rescue roles.</p>	<p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Desirable</p> <p>Desirable</p>	<p>Application form and Interview</p>
<p>Job Related / Personal Skills</p>	<p>Excellent attention to detail with the ability to identify risks, inconsistencies and improvement needs.</p> <p>Effective organisational skills, including managing compliance documentation and multiple qualification streams.</p> <p>Confidence to challenge and guide practice to maintain high standards.</p> <p>Ability to maintain confidentiality and work with sensitive learner/assessor information.</p> <p>Competent in using digital learning systems, tracking tools or e-portfolio platforms.</p>	<p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Desirable</p>	<p>Application form and Interview</p>
<p>Communication</p>	<p>Strong written and verbal communication skills, including providing clear, constructive feedback.</p> <p>Ability to work collaboratively with assessors, managers and external bodies.</p>	<p>Essential*</p> <p>Essential*</p>	<p>Application form and Interview</p>



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: Nick Jones

DATE REVIEWED: 07-03-2026



How to Apply

Closing Date: 04 June 2026

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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