



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 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

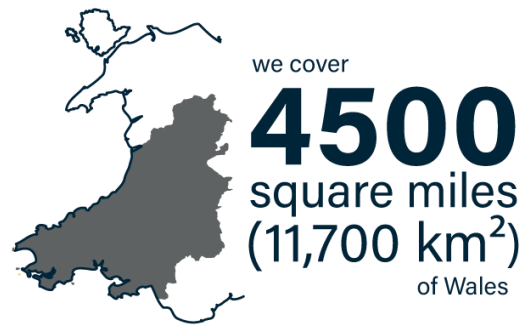


Digital and Information Communications Technologies Strategy



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:



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council



Cyngor Sir Gâr
Carmarthenshire
County Council



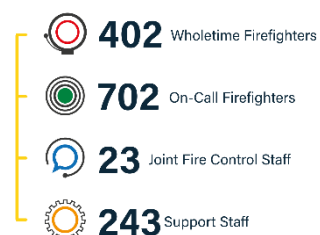
Powys

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: £27,254 £28,598..

ABOUT THIS JOB

Effective and secure operation of Central Stores/Transport Stores to ensure an adequate supplies and disposal facility for the organisation. Operating applicable software platforms & hardware; picking and packaging goods ready for dispatch; asset marking and recording of equipment. Receiving deliveries and goods receipting. Occasional provision of logistics service via deliveries to stations and departments within the Service area as and when required



Job Description

TITLE OF POST:	Purchasing Assistant/Driver
RANK/ROLE:	Grade 4
POST REFERENCE:	ADM.099
LOCATION:	FELD Facility, Dafen
RESPONSIBLE TO:	Purchasing &Supplies Manager
MAIN PURPOSE OF JOB:	Effective and secure operation of Central Stores/Transport Stores to ensure an adequate supplies and disposal facility for the organisation. Operating applicable software platforms & hardware; picking and packaging goods ready for dispatch; asset marking and recording of equipment. Receiving deliveries and goods receipting. Occasional provision of logistics service via deliveries to stations and departments within the Service area as and when required



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

1. Accurate and timely recording of stock transactions on Services software platforms for both Central and Transport Stores, including receipts, issues, returns to supplier, return to stock, exchanges etc.	Purchasing & Supplies Manager
2. Assist the Purchasing & Supplies Manager with the maintenance of software platforms in respect of Central and Transport Stores, including the product master-file for stock and procurable items	Purchasing & Supplies Manager
3. Movement of goods and general housekeeping duties within Central and Transport Stores to include the preparation of redundant equipment and hazardous waste for disposal via Service contract provider	Purchasing & Supplies Manager
4. Have an awareness of and compliance with Health & Safety regulations and good practice including Manual Handling, Stores Health and Safety Risk Assessment, COSHH regulations etc.	Purchasing & Supplies Manager
5 Taking delivery of goods, checking and completing the necessary documentation, reporting shortages / discrepancies to the supplier and arranging the corresponding paperwork e.g. credit notes etc.	Purchasing & Supplies Manager
6. Assist the Purchasing & Supplies Manager with the regular review of stock levels in both Stores to ensure continuity of supply. Maintain adequate stock levels in respect of high risk category commodities and those that are strategically important.	Purchasing & Supplies Manager
7. Processing of remote requisitions including allocation to appropriate individuals or stations/departments	Purchasing & Supplies Manager
8. Create picking lists, pick goods prepare goods for distribution, check goods and print / check delivery notes.	Purchasing & Supplies Manager
9. Raise orders for stock and requisitions for goods and services as appropriate	Purchasing & Supplies Manager



10. Deal with personal and telephone/e-mail enquiries on a daily basis, providing colleagues and customers with responses in a timely manner.

Purchasing & Supplies
Manager



11. Work closely with departmental colleagues located elsewhere in the Service and within other departments	Purchasing & Supplies Manager
12. Assist the Purchasing & Supplies Manager with regular stocktaking checks in line with good practice and report/investigate discrepancies.	Purchasing & Supplies Manager
13. Deal with any returns of equipment, uniform and PPE to the Stores and ensure the integrity of any items subsequently issued or returned to stocks. Complete the appropriate documentation to record returns and any subsequent transactions.	Purchasing & Supplies Manager
14. Occasional Driving Duties for the Fleet Engineering & Logistics Department to include Central / Transport Stores logistics collections, distribution and other deliveries. Collections to be made by pre-arrangement from various Service locations, including route planning ensuring that relevant documentation is present prior to undertaking the collections.	Purchasing & Supplies Manager
15. Asset marking and recording of Service equipment & PPE using software platforms, hardware and applicable tools.	Purchasing & Supplies Manager
16. Excellent driving skills and responsibility for the safe custody of vehicle. Responsible attitude towards personal safety and adherence to the lone worker's policy when requested to undertake driving duties	Purchasing & Supplies Manager
17. Check P&S vehicles regularly and promptly report any faults. Maintain inventory of safety equipment and check weekly. Ensure vehicles are equipped with exchange items such as medical cylinders, BA cylinders, fire extinguishers etc.	Purchasing & Supplies Manager
18. Assist with purchasing general duties as applicable in line with the Service's move towards "as and when required" procurement	Purchasing & Supplies Manager
19. Decommissioning of Service assets prior to disposal to ensure the secure disposal of all Service branded items in line with Service security and disposal policy	Purchasing & Supplies Manager



20. Regular use of forklift and pallet truck to move goods	Purchasing & Supplies Manager
21. Periodic checks of equipment such as forklift, pallet truck and all FELD racking systems	Purchasing & Supplies Manager
22. Undertake staff sizing of PPE and corporate wear	Purchasing & Supplies Manager
23. Any other duties as may be reasonable under the guidance of the Purchasing & Supplies Manager e.g. basic repairs/maintenance.	Purchasing & Supplies Manager



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MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	Purchasing Assistant/Driver
LOCATION	Feld Facility, Dafen, Llanelli
POST NUMBER	ADM.099
GRADE	4
DEPARTMENT	Fleet Engineering & Logistics 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	5 GCSE's grade C or above, to include Welsh and/or English, and Mathematics Current Full Driving License	Essential*	Application form and Certificates
Knowledge	Knowledge and understanding of the services provided within the purchasing and supply environment Knowledge of Microsoft Word/Excel and various other software packages	Essential* Essential*	Application form and Interview



Experience	Good written and verbal communicant skills Experience of day-to-day administration Proven ability to work effectively and meet tight deadlines Experience in a similar role	Essential* Essential* Essential* Essential*	Application form and Interview
Job Related / Personal Skills	Good written and verbal communication skills Ability to work to agreed strategies Ability to work as part of a team Ability to work on own initiative Enthusiastic and committed approach to providing a quality service.	Essential* Desirable Essential* Essential* Essential*	Application form and Interview
Communication	Welsh verbal and Written skills English verbal and Written skills	Desirable Essential*	Application form and Interview
Other		Essential* Essential*	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:

JUSTIFICATION:

PREPARED BY:

DATE REVIEWED:



How to Apply

Closing Date: 10 September 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 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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