



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

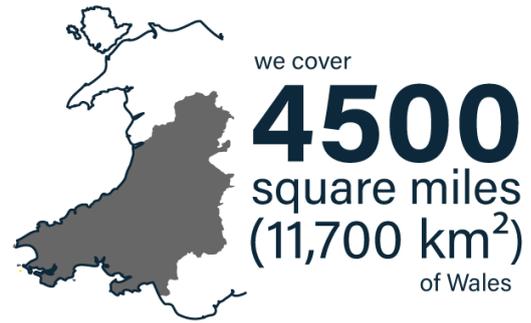
Candidates will be assessed against these behaviours throughout the recruitment process.

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



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
- 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:£33,366.....

ABOUT THIS JOB

Mid and West Wales Fire and Rescue Service is seeking applications from individuals for the role of Stores Manager within the Fleet Engineering and Logistics Department, based in Dafen, Llanelli.

The successful applicant will report to the Supply Chain & Logistics Manager

The Person

The Service 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.

The successful applicant will be responsible for management of the Service Stores, Fleet Stores, their supply chains and also provide direct line management for 3 x Stores Operatives

The successful applicant must be conversant with all Microsoft packages and possess good knowledge and experience in the use of these applications.

The successful applicant will be responsible for ensuring the Stores runs smoothly and efficiently, using all available resources to their maximum potential with a strong emphasis on providing excellent customer service and resolving customer issues.

The successful applicant must display a flexible attitude to work with a desire to undertake the role with enthusiasm, whilst also displaying strong teamworking and communication skills

The role is primarily responsible for:

Inventory Management:

- Monitor stock levels and ensure accurate records.
- Use data to manage stock levels and prevent “out of stock” occurrences
- Organise and maintain the warehouse layout for optimal space utilisation.
- Oversee the receiving, storage, and dispatch of goods.
- Ensure goods are stored safely and securely.

Staff Management:

- Supervise and train warehouse staff.
- Plan work schedules and allocate tasks.
- Ensure adherence to health and safety regulations

**Operations Management:**

- Coordinate with suppliers, transport companies, and customers.
- Contract management of Stores contracts e.g. managing contract KPI's etc.
- Assist Supply Chain & Logistics Manager with contract renewals.
- Process orders and manage logistics.
- Implement and maintain efficient warehouse processes.
- Ensure compliance with relevant regulations and standards.

Other Duties:

- Conduct regular stock takes and maintain accurate documentation.
- Identify and implement process improvements.
- Prepare reports and analyse data.
- Sizing of staff for PPE / Corporate Uniform



Job Description

TITLE OF POST:	Purchasing & Supplies Manager
RANK/ROLE:	Grade 7
POST REFERENCE:	ADM.039
LOCATION:	FELD Facility, Dafen
RESPONSIBLE TO:	Supply Chain & Logistics Manager
MAIN PURPOSE OF JOB:	<p>To manage, plan and deliver a cost-effective purchasing and supply function to include the purchase, storage and distribution of all items required by the Service through Central Stores and Transport Stores, ensuring that there is a compliant and efficient supply chain in place.</p> <p>To lead and modernize the Stores function with emphasis on protecting and improving the environment in accordance with the Service's Sustainability and Environmental Strategy.</p>



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

1) Day to day management of the Stores function – including the supervision and mentoring / guidance of staff, QC & goods receipt goods in and out, including stock returns, ensuring compliance with workplace legislation such as Health & Safety and agreeing workloads and delivery schedules.	Supply Chain & Logistics Manager
2) Manage the purchase, storage/supply and distribution of goods and services. Including the asset marking of service assets and recording via the appropriate Service software platform	Supply Chain & Logistics Manager
3) Manage and supervise the maintenance of the electronic stores system (currently Agresso) in respect of Central & Transport Stores including the product master-file for Stock and Ad-hoc items. Represent the Stores department at Agresso user group meetings and lead on the implementation of software upgrades.	Supply Chain & Logistics Manager
4) Contribute to Welsh Government projects and maximize the use of electronic procurement in the Stores department e.g. electronic tendering.	Supply Chain & Logistics Manager
5) Manage the supply chain and engage with suppliers as per the corporate policy to maintain a resilient and flexible supply base.	Supply Chain & Logistics Manager
6) Adhere to Corporate Best Value principles incorporating a whole life costing approach as adopted by the Fire and Rescue Service.	Supply Chain & Logistics Manager
7) Contribute to and meet the objectives of the Department Business Plan. Meet FELD business targets and P.I.'s. including regular data gathering & report creation as instructed by the Supply Chain & Logistics Manager	Supply Chain & Logistics Manager
8) Contribute to meeting the objectives of the Welsh FRS Procurement Strategy and action plan. Lead on modernization in the Stores function in line with F&RS best practice.	Supply Chain & Logistics Manager



9) Ensure that the Stores Department's procurement is compliant, legal and in accordance with policy and public sector procurement legislation.	Supply Chain & Logistics Manager
10) Manage the introduction/discontinuation of products in line with policy and requirements as instructed by the Supply Chain & Logistics Manager	Supply Chain & Logistics Manager
11) Plan contingency arrangements for business continuity.	Supply Chain & Logistics Manager
12) Undertake regular Appraisals and inductions for all staff within the Stores department, with initial guidance from the Supply Chain & Logistics Manager as required.	Supply Chain & Logistics Manager
13) Undertake regular H&S and racking Inspections within the Stores function, with guidance from the Supply Chain & Logistics Manager as required.	Supply Chain & Logistics Manager
14) Review the Stores procurement strategy and stockholding. Manage "basket of goods" exercises for RFQ/tender exercises to ensure compliant procurement and supplier rationalisation within the Stores function with assistance from the Supply Chain & Logistics Manager as required	Supply Chain & Logistics Manager
15) Collaborate with the HQ technical delivery departments and Workshop Manager on supply matters. Lead on product / equipment aftercare arrangements to ensure a proactive repair and maintenance process. Instigate regular meetings and formal arrangements.	Supply Chain & Logistics Manager
16) Arrange, attend and provide Stores input at meetings as required e.g. supplier contract review meetings for stock and procurable contracts, departmental meetings and any other as directed.	Supply Chain & Logistics Manager



17) Ensure that Stores staff are kept up-to-date in respect of H&S regulations and good practice including wearing of PPE, Manual Handling, Stores H&S Risk Assessment, COSHH Regulations etc.	Supply Chain & Logistics Manager
18) Assist in managing the outcome of regular stock-taking checks, ensuring that all discrepancies are fully investigated prior to being signed off by the Supply Chain & Logistics Manager.	Supply Chain & Logistics Manager
19) Assist the Supply Chain & Logistics Manager with the setting up and subsequent management of Stores contracts as appropriate.	Supply Chain & Logistics Manager
20) Manage the central recycling / disposal facility at the Dafen site, including hazardous waste disposal. Review the current arrangements and implement new systems in line with the sustainability and environmental strategy.	Supply Chain & Logistics Manager
21) Provide advice and guidance to other departments, including purchasing, storage, logistics and disposal.	Supply Chain & Logistics Manager
22) Regular use of forklift and pallet truck, including the daily maintenance checks	Supply Chain & Logistics Manager
23) Sizing of Service staff for PPE and corporate wear Throughout the Service Area– including new recruits	Supply Chain & Logistics Manager
24) Deputize for PPE Coordinator during periods of absence – process weekly managed care deliveries/collections, update of PPE software system, and organise logistics operations	Supply Chain & Logistics Manager
25) Liaise closely with PPE Coordinator and Human Resources to coordinate the attendance at sizing and induction days for new recruits	Supply Chain & Logistics Manager
26) Work closely with the Procurement department and assist with any other duties commensurate with the responsibilities of the post.	Supply Chain & Logistics Manager



Personal Specifications

TITLE OF POST:	Purchasing & Supplies Manager
LOCATION:	FELD Facility, Dafen
GRADE:	Grade 7
DEPARTMENT:	FELD

QUALIFICATIONS/VOCATIONAL TRAINING/ COMPETENCES	ESSENTIAL	DESIRABLE	ASSESSMENT
1. Hold or working towards CIPS level 3 Advanced Certificate in Procurement & Supply Operations	✓		Application form and Certificates
2. Current Driving Licence	✓		Application form
3. Proficiency in Microsoft Office Packages and General IT applications	✓		Application form and interview
4. Hold or working towards IOSH Managing Safely		✓	Application form and Certificate

KNOWLEDGE

5. Knowledge and understanding of the services provided within a stores and purchasing and supply environment	✓		Application form and interview
6. Knowledge and understanding of Inventory and asset management	✓		Application form and interview



EXPERIENCE

ESSENTIAL
DESIRABLE
ASSESSMENT

7. Experience in a stores and purchasing and supply environment	✓		Application form and interview
8. Experience of day to day office administration	✓		Application form and interview
9. Proven ability to work effectively and meet tight deadlines	✓		Application form and interview
10. Experience in a similar role	✓		Application form and interview

JOB RELATED / PERSONAL SKILLS

11. Good written and verbal communication skills	✓		Application form and interview
12. Ability to work to agreed strategies	✓		Application form and interview
13. Ability to work as part of a team	✓		Application form, references and interview
14. Ability to work on own initiative	✓		Application form, references and interview
15. Enthusiastic and committed approach to providing a quality service	✓		Application form, references and interview
16. High level of report and correspondence writing skills to convey complex supply chain information to internal and external audiences	✓		Application form, references and interview



COMMUNICATION SKILLS

17. Welsh written and verbal skills		✓	Application form and interview
18. Excellent written and communication skills		✓	Application form and interview
19. Ability to manage a team efficiently and effectively	✓		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:Standard.....

JUSTIFICATION:

PREPARED BY:

Andrew Davies - Supply Chain & Logistics Manager

DATE:

11 March 2025



How to Apply

Closing Date:

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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