



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service

JOB APPLICATION PACK

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



A handwritten signature in black ink that reads "Craig Flannery". The signature is fluid and cursive.

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

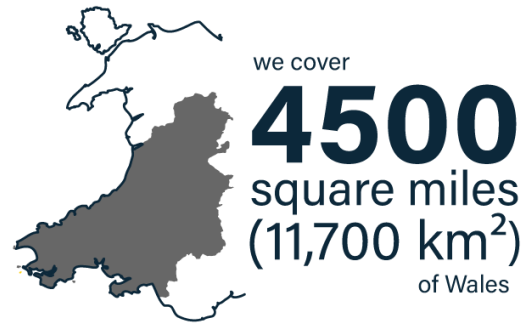
- ✔ Be Accountable
- ✔ Be Respectful
- ✔ Demonstrate Integrity
- ✔ Be Impartial
- ✔ Be Ethical

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:

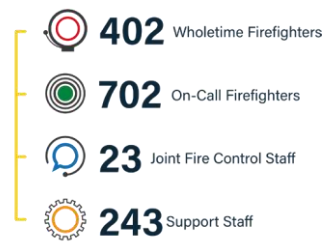
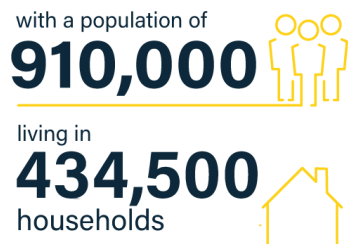


The Service makes up almost two-thirds of Wales, covering a predominantly rural area of 11,700 km² (4,500 square miles), with 650km of coastline. With its Headquarters in Carmarthen, the Service employs 1300 staff, with a little over 1100 of those based in one of 58 stations spread across three Divisions. 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 in 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 fund 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: £25,989 - £26,824 Pro Rata

ABOUT THIS JOB

The successful candidate will support the administrative function of Southern Division. The role involves undertaking all routine administration required by Station Managers, SLO's and Stations, to assist in the effective and efficient administrative support of the Division.

This is a part time post working 22.5 hours per week with flexible hours in line with the Service's flexi-time scheme. The specific working days and hours will be agreed based on the needs of the role.



Job Description

TITLE OF POST:	Division Clerical Assistant
RANK/ROLE:	Grade 3
POST REFERENCE:	
LOCATION:	Southern Division
RESPONSIBLE TO:	Senior Division Coordinator / Division Coordinator
MAIN PURPOSE OF JOB:	Support the administrative function of the Division



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

1. Undertake all routine administration required by Station Managers, SLO's and Stations, to assist in the effective and efficient administrative support of the Division	Senior / Division Coordinator
2. Undertake receptionist/telephone duties for the Divisional area. To accurately record all messages by telephone and email or in person and ensure these are passed on to the appropriate person.	Senior / Division Coordinator
3. Assist with the management of conference facilities, liaising with internal/external stakeholders/partners	Senior / Division Coordinator
4. Sort and process all incoming mail. ensuring all outgoing mail is sent in a timely manner	Senior / Division Coordinator
5. To undertake filing duties with regards to the Divisional records including general upkeep and archiving of the filing system.	Senior / Division Coordinator
6. Use all office machinery and equipment including word processing, and personal computing systems and photocopier.	Senior / Division Coordinator
7. Arrange light refreshments for visiting parties/senior officers, if requested.	Senior / Division Coordinator
8. Meeting note taking, if necessary,	Senior / Division Coordinator
9. Support the Divisional Station Support post-holder in Agresso Requisitioning	Senior / Division Coordinator
10. Undertake tasks relating to CFRMIS and HFSC's for CS as required for relevant Divisional area.	Senior/Division Co-ordinator
11. Undertake tasks relating to CFRMIS and BFS letters for BFS as required for relevant	Senior/Division Co-ordinator



Divisional area.	
12. Any other duties that can be reasonably classified as general office duties, as agreed with the line manager	Senior / Division Coordinator
13. Support and implement the working requirements of other departments to support the objectives of the division, through their line manager's consent.	Senior / Division Coordinator
14. Assist in the Maintenance of the PPE to support the Division Station Support post-holder	Senior / Division Coordinator
15. Maintain stores/deliveries for stations to support the Division Station Support post-holder	Senior / Division Coordinator
16. Checking the Division Mailbox and actioning where necessary	Senior / Division Coordinator
17. Provide administrative support for the booking of accommodation using click travel as directed by the Senior / Division Coordinator	Senior / Division Coordinator
18. Maintenance of own skills relevant to job, including mandatory training modules	Senior / Division Coordinator
19. Commit to safeguarding and promoting the welfare of children, young people, and adults at risk of abuse and or neglect in the wider communities by reporting concerns to the Services Safeguarding Officer and/or Safeguarding Team.	Senior / Division Coordinator



Personal Specification

TITLE OF POST:	Division Clerical Assistant
LOCATION:	Morrison Station – Southern Division
GRADE:	3
DEPARTMENT:	Southern Division

QUALIFICATIONS/VOCATIONAL TRAINING/ COMPETENCES

	ESSENTIAL	DESIRABLE	ASSESSMENT
1. 5 GCSE's grade C or above, to include Welsh and/or English, and Mathematics and/or relevant experience	✓		Application form and certificates
2. Current Driving Licence	✓		Application form
3. RSA Stage I/II Typing/Word Processing Qualification		✓	Application form and certificates

KNOWLEDGE

4. Knowledge of Microsoft Word/Excel and various other software packages	✓		Application form and interview
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EXPERIENCE

	ESSENTIAL	DESIRABLE	ASSESSMENT
5. Experience of day to day office and reception administration	✓		Application form and Interview
6. Experience of minute taking		✓	Application form and Interview
7. Experience in dealing with member of the public		✓	Application form and Interview

JOB RELATED / PERSONAL SKILLS

8. Ability to work under pressure	✓		Application form and Interview
9. Ability to work as part of a team	✓		Application form and Interview
10. Ability to respond effectively when working to deadlines	✓		Application form and Interview

COMMUNICATION SKILLS

11. Good written and verbal communication skills	✓		Application form and Interview
12. Welsh written and verbal skills		✓	Application form and Interview



13. English written and verbal skills	✓		Application form and Interview
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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: **Standard**

JUSTIFICATION:

PREPARED BY: **DATE: June 2025**



How to Apply

Closing Date: 15 May 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 shortlisted 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 an 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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