



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 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



Craig Flannery
Chief Fire Officer



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



How to Apply

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.



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:

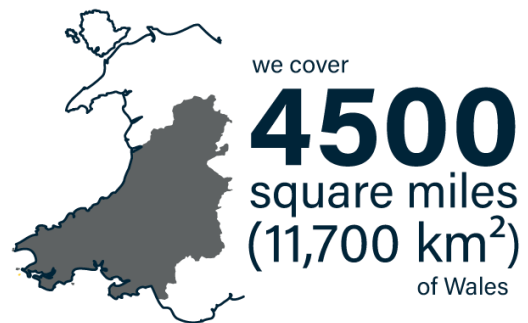
LEVEL:

JUSTIFICATION:

PREPARED BY:

DATE:

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:



Cyn gor Castell-ne dd Port Talbot
Neath Port Talbot Council



Cyn gor Sir Gâr
Carmarthenshire
County Council

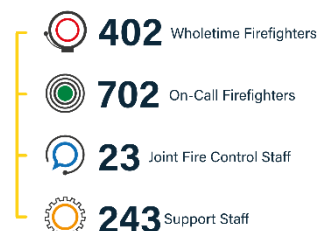
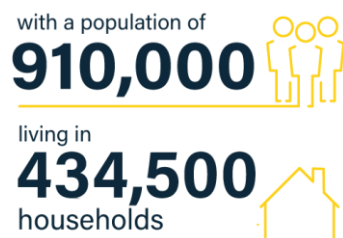


Powys

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.



Job Profile

Salary: £44,253

ABOUT THIS JOB

An exciting opportunity has arisen to join Mid & West Wales Fire & Rescue Service as a Health, Safety & Welfare Manager, based at Fire and Rescue Service Headquarters in Carmarthen.

As a key member of the Corporate Risk Department, this role is essential in delivering the health, safety and constructively challenge at all levels of employees, supporting the Service in meeting its legal, regulatory and organisational responsibilities.

This role requires experience of line management and/or team leadership, working closely with managers, employees, representative bodies, external partners and enforcement agencies.

The post holder will be responsible for providing expert health and safety advice across the Service, promoting a positive safety culture and driving continuous improvement in health, safety and welfare performance. Leading the development, implementation and review of policies, procedures and guidance, ensuring effective arrangements are in place to support legislative requirements.

The role includes the undertaking and overseeing of audits, inspections, risk assessments and investigations into accidents, near misses and vehicle incidents, identifying learning opportunities and ensuring appropriate corrective actions are implemented. Experience in managing Occupational Road Risk, preparing information relating to insurance, liability and claims matters would be advantageous.

Applicants should demonstrate a sound understanding of current health and safety legislation, recognised best practice and ISO management systems.

This is an excellent opportunity for an experienced, proactive and influential health and safety professional to make a meaningful contribution to the safety, wellbeing and resilience of a busy Fire and Rescue Service.

The Person

We are seeking a highly organised and proactive professional with excellent planning, coordination and problem-solving skills. You will be confident in making sound decisions, managing competing priorities and delivering high-quality outcomes in a busy operational environment.

The successful candidate should possess a comprehensive understanding of health and safety legislation, best practice and its practical application within a complex organisation covering a number of operational environments.



You must hold a minimum of a NEBOSH General Certificate qualification or equivalent and demonstrate a commitment to continuous professional development, together with the willingness to acquire new skills, knowledge and qualifications relevant to the role.

Experience within the public sector, emergency services or a similar environment would be beneficial but not essential.

The post holder will need to be IT literate, with experience of using Microsoft Office applications and health and safety management software systems to analyse information, monitor performance and support decision-making.

As an excellent communicator, you will be able to engage, support and constructively challenge at all levels within the organisation. You will demonstrate strong leadership skills, with the ability to motivate, develop and inspire others, while fostering a positive culture, driving positive change across a large and geographically diverse Fire and Rescue Service covering two-thirds of Wales.

Above all, you will be a motivated and adaptable individual who can work collaboratively with others while promoting a positive health, safety and welfare culture across the Service.



Job Description

TITLE OF POST:	Health, Safety & Welfare Manager
RANK/ROLE:	Grade 10
POST REFERENCE:	ADM.059
LOCATION:	Fire and Rescue Service Headquarters, Carmarthen
RESPONSIBLE TO:	Head of Corporate Risk
MAIN PURPOSE OF ROLE:	To assist Mid & West Wales Fire & Rescue Service in complying with all legislation, regulatory requirements and best practice relating workplace health, safety and welfare. To provide competent advice and guidance to all Managers and Employees within the Service on health, safety and welfare matters.



SCHEDULE OF RESPONSIBILITIES	RESPONSIBLE TO
1. To provide competent professional advice and guidance on health, safety and welfare matters to Service managers, employees and external parties, in accordance with the Health and Safety at Work etc. Act 1974, supporting regulations, and Service policies and procedures	Head of Corporate Risk
2. Provide line management responsibility for the Health, Safety and Welfare Officer and Corporate Risk Assistant, providing support, guidance and management of their workloads. Including completion of annual individual development reviews.	Head of Corporate Risk
3. Manage and maintain the Service's Health, Safety and Welfare objectives and provide advice and assistance as required to department members to facilitate departmental objectives.	Head of Corporate Risk
4. Lead on the development and review of the Service's written Health, Safety and Welfare Policy and Safety Procedural Guidance's so that they embody all the relevant current Acts, Regulations and Approved Codes of Practice and Guidance.	Head of Corporate Risk
5. To represent the Head or Deputy Head of Corporate Risk at internal and external meetings.	Head of Corporate Risk
6. Represent the Service at All Wales and National Health and Safety meetings/conferences.	Head of Corporate Risk
7. To organise, plan and run the Service Health, Safety & Welfare Consultative Committee Meeting. Including Director briefings, Agenda's, Minutes and Action list.	Head of Corporate Risk
8. Lead on Health, Safety and Welfare Audits and Inspections of Fire Stations, Departments and other Service Sites to ensure compliance with legislation and ensuring that they are followed up to a satisfactory conclusion.	Head of Corporate Risk



9. To oversee and undertake all Fireground Hearing Assessments referrals received by the Department.	Head of Corporate Risk
10. To develop and deliver briefings and training sessions to Service personnel in order to increase their awareness of the Service Health and Safety arrangements which is to include Induction training for all new employees.	Head of Corporate Risk
11. To manage, oversee and respond accordingly to all On Duty Injuries, Near Miss and Vehicle Accident investigation, including recommendations and associated referrals.	Head of Corporate Risk
12. To review and maintain accurate records for all On Duty Injuries, Near Miss and Vehicle Accident Reports via the Health and Safety Software System.	Head of Corporate Risk
13. To undertake accident investigations as appropriate, including liaise with the internal and external enforcement bodies in line with Legislation i.e HSE and Trade Unions.	Head of Corporate Risk
14. To complete, review and approve Health and Safety assessments in line with Legislation.	Head of Corporate Risk
15. To oversee the completion and analysis of Injury and Accident Performance Statistics across the Service, identifying trends and learning.	Head of Corporate Risk
16. To collate and prepare information in support of Fire Authority reports.	Deputy Head of Corporate Risk
17. To support the Deputy Head of Corporate Risk with the collation and preparation of information for Insurance, Liability and Claims matters.	Deputy Head of Corporate Risk



18. To assist the Deputy Head of Corporate Risk in the collation of external requests for documentation, including Data protection, subject access requests and Freedom of Information.	Deputy Head of Corporate Risk
19. To assist the Deputy Head of Corporate Risk in the review of risk arrangements to issue Insurance certificates.	Deputy Head of Corporate Risk
20. To support the Department's Transformation and Digitisation agenda.	Deputy Head of Corporate Risk
21. To oversee and review the Corporate Risk Department's Health, Safety and Welfare and Occupational Risk Management information available via the insight intranet site.	Head of Corporate Risk
22. To maintain the Corporate Risk Department's Occupational Road Risk information, including the electronic Driving License system.	Deputy Head of Corporate Risk
23. To contribute and monitor the procurement of contracts, service and items in line with legislation and departmental budget requirements.	Head of Corporate Risk
24. To develop a thorough understanding of the different functions associated with the Corporate Risk Department to enable the department to maintain long-term resilience in its delivery of Service.	Head of Corporate Risk
25. To maintain their professional development through attendance of training courses, seminars and workshops where deemed necessary	Head of Corporate Risk
26. To undertake any other duties commensurate with the role.	Head of Corporate Risk



MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	Health, Safety & Welfare Manager
LOCATION	Fire and Rescue Service Headquarters, Carmarthen
POST NUMBER	
GRADE	Grade 10
DEPARTMENT	Corporate Risk Department
DBS CHECK	

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	Relevant degree of professional qualification or relevant experience in Health and Safety	Essential*	Application form and Certificates
	NEBOSH General Certificate	Essential*	
	Good education attainment at GCSE Level	Essential*	
	NEBOSH Diploma or Level 6 Health and Safety qualification.	Desirable	
	Hold an Institution of Occupational Safety & Health Membership or working towards chartership.	Desirable	
	Evidence validating commitment to continuous professional development	Desirable	
Knowledge	Knowledge of BS OHSAS 18001 and ISO 45001	Essential*	Application form and Interview
	Understanding of Data Protection principles and issues relating to disclosure of personal information	Essential*	
	Knowledge of current health and safety legislation and best practice.	Essential*	



Experience	Experience of promoting health and safety culture and improved health and safety performance. Experience of the development and implementation of health and safety policies, procedures and management systems for investigating, reporting and analysing; risks, accidents, incidents and other safety matters. Experience of providing health, safety and welfare training and awareness initiatives. Experience of leading audits, inspections and incident investigations. Proven experience of meeting compliances to tight deadlines. Experience of undertaking health and safety assessments and the application in the different aspects of workplace health, safety and welfare in line with Legislation. Experience of giving advice on health and safety preventative and remedial actions to minimise safety risks. Experience in line management and or leading a team. Experience in the management of Occupational Road Risk. Experience in the collation and preparation of information for Insurance, Liability and Claims matters. Experience of working in partnership with other Organisations/agencies. Experience of Public Sector or similar working environments.	Essential* Essential* Essential* Essential* Essential* Essential* Essential* Essential* Desirable Desirable Desirable Desirable	Application form and Interview
Job Related / Personal Skills	Good organisational and co-ordination skills. Good presentation skills Willingness to acquire new skills and qualifications identified as being applicable to the role I.T Literate and experience of working with MS packages.	Essential* Essential* Essential* Essential*	Application form and Interview



	Problem-solving and decision-making skills. Experience of working with a Health and Safety Software system. The ability to advise, influence and persuade others across all levels, including senior positions.	Essential* Desirable Desirable	
Communication	Application form and interview. English verbal and written skills. Ability and assertiveness to advise, inform or instruct other personnel on health, safety and welfare issues. Welsh verbal and written skills.	Essential* Essential* Essential* Desirable	Application form and Interview
Other	Possession of a current driving license that will enable the post holder to carry out the duties of the post in full. Ability to travel. Willingness to work flexibility beyond normal working hours on occasion.	Essential* Essential* Essential*	Application form and Interview



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