



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

# JOB APPLICATION PACK

[www.mawwfire.gov.uk](http://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



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

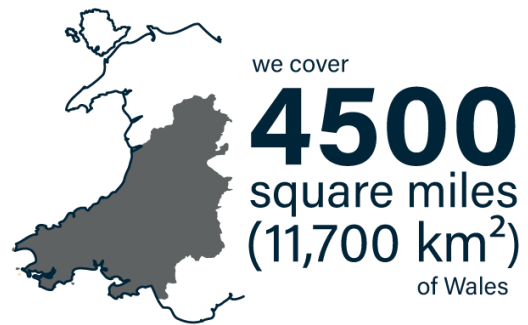


Digital and Information  
Communications  
Technologies Strategy



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



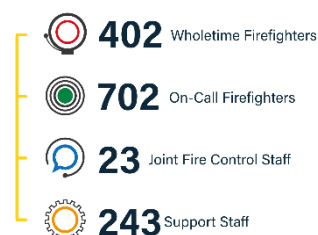
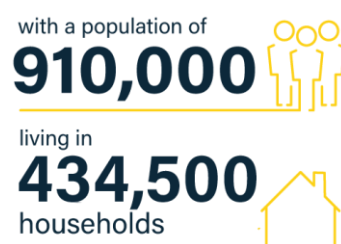
**Powys**

The Service makes up almost two-thirds of Wales, covering a predominantly rural area of 11,700 km<sup>2</sup> (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

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## **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 10 - £42,839 - £45,091

## ABOUT THIS JOB

Mid and West Wales Fire and Rescue Service is seeking applications from individuals for the role of Mental Health and Wellbeing Advisor within the Human Resources Department based at Service Headquarters, Carmarthen. This is a full-time permanent role.

### The Role

We're seeking a dedicated Mental Health & Wellbeing Specialist to help deliver our Authority's wellbeing strategy, provide psychological interventions, mental health assessments, and confidential support to staff. You'll design tailored resilience plans, support trauma response processes, and champion mental health awareness through impactful campaigns and training. Working closely with HR, Health & Safety, and specialist teams, you'll ensure coordinated care, drive cultural change, and represent the Authority at regional and national levels. If you're passionate about creating healthier workplaces and empowering others, we'd love to hear from you.

This post requires regular travel throughout the Service area.

This is a full-time post working 37 hours per week with flexible hours in line with the Service's flexi-time scheme.

### Enquiries

For further information regarding this post, please contact the HR Manager, Lizzie Jones on [lizzie.jones@mawwfire.gov.uk](mailto:lizzie.jones@mawwfire.gov.uk)



# Job Description

<b>TITLE OF POST:</b>	Mental Health & Wellbeing Advisor
<b>RANK/ROLE:</b>	Grade 10
<b>LOCATION:</b>	Service Headquarters, Carmarthen*  *Post requires regular travel throughout the Service area.
<b>RESPONSIBLE TO:</b>	HR Manager – Occupational Health & Wellbeing
<b>MAIN PURPOSE OF JOB:</b>	<p>Act as the lead officer on matters relating to the mental health and wellbeing of Service employees, developing, implementing, and evaluating mental health programs and initiatives, providing direct support to individuals, and fostering a culture of mental wellness within the organisation.</p> <p>This includes sourcing and providing psychological therapies to members of the Service, providing the clinical delivery of mental health and wellbeing support as the Psychotherapist to the Authority.</p> <p>To assess and support employees with their mental health via the provision of initial Psychotherapy and Counselling Service whilst assisting to identify longer term solutions.</p>





## SCHEDULE OF RESPONSIBILITIES

## RESPONSIBLE TO

To deliver the Authority's Wellbeing strategy, policies and procedures developing and implementing appropriate psychological interventions including mental health assessments and counselling interventions.	HR Manager – Occupational Health & Wellbeing
Conduct assessments and develop tailored intervention plans to address individuals' needs and promote resilience	HR Manager – Occupational Health & Wellbeing
Provide confidential initial support to employees facing personal or work-related challenges, utilising evidence-based therapeutic techniques	HR Manager – Occupational Health & Wellbeing
To ensure the provision and oversee the delivery of psychological assessments and supervision for those employees in specialist roles e.g. USAR Team.	HR Manager – Occupational Health & Wellbeing
Carry out continuing personal and professional development to keep knowledge and skills up to date.	HR Manager – Occupational Health & Wellbeing
Lead and contribute to the planning and execution of wellbeing campaigns in workplaces, increasing mental health awareness and providing valuable support to employees.	HR Manager – Occupational Health & Wellbeing
To support and facilitate delivery of the Service trauma support processes and support the deployment, training and CPD of TRiM Managers and Practitioners.	HR Manager – Occupational Health & Wellbeing
To ensure provision and delivery of Mental Health First Aid (MHFA) or equivalent training for employees and to lead and direct the team.	HR Manager – Occupational Health & Wellbeing
To liaise with Health and Safety team to ensure an appropriate and coordinated delivery of Stress Risk Assessments.	HR Manager – Occupational Health & Wellbeing
To support the HR Manager – Occupational Health in provision, delivery and performance management of the Employee Assistance Programme.	HR Manager – Occupational Health & Wellbeing



To represent the Authority at Local, Regional and National level sharing experiential organisational learning for the benefit of the sector and our communities.	HR Manager – Occupational Health & Wellbeing
To attend the Health, Safety and Welfare Committee to enable performance management across a range of systems.	HR Manager – Occupational Health & Wellbeing
Assist line managers in carrying out their welfare responsibilities by providing advice as appropriate. Including delivering well-being awareness sessions across the Service	HR Manager – Occupational Health & Wellbeing
Participate in working groups concerning mental wellbeing and cultural change in representing the mental health and wellbeing needs of Staff.	HR Manager – Occupational Health & Wellbeing
Develop and deliver training to managers and staff to raise awareness of mental health issues and support available.	HR Manager – Occupational Health & Wellbeing
Analyse statistics and trends in relation to sickness absence and wellbeing to ensure appropriate and tailored wellbeing initiatives.	HR Manager – Occupational Health & Wellbeing
Work alongside the HR Department to provide advice and support regarding the well-being needs of staff, ensure staff who are absent from work due to mental health related concerns receive appropriate and tailored support.	HR Manager – Occupational Health & Wellbeing
Assist the HR Advisors by contributing to the provision of referral forms to Occupational Health and Fitness Advisory Panels to ensure the employees receive coordinated support	HR Manager – Occupational Health & Wellbeing
Assist managers who are supporting employees returning to work following sickness due to mental health.	HR Manager – Occupational Health & Wellbeing
If welfare issues relate directly to work, support the employee and line management team as appropriate in addressing the issues of concern.	HR Manager – Occupational Health & Wellbeing



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## **MID AND WEST WALES FIRE AND RESCUE SERVICE**

### **PERSON SPECIFICATION**

<b>POST TITLE</b>	Mental Health & Wellbeing Advisor
<b>LOCATION</b>	Service Headquarters, Carmarthen* *Post requires regular travel throughout the Service area.
<b>POST NUMBER</b>	
<b>GRADE</b>	10
<b>DEPARTMENT</b>	Human Resources
<b>DBS CHECK</b>	Enhanced with a check against the Adults Barred list.

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.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	Possess a professional level qualification in counselling, psychotherapy or similar  A current full driving licence and / or able to travel to various work locations	<b>Essential*</b>  <b>Essential</b>	<b>Application form and Certificates</b>
<b>Knowledge</b>	Have an understanding of human resources issues, preferably experience of helping managers to carry out their health, safety and welfare responsibilities  Have an understanding of the work of a Fire & Rescue Service, or similar emergency service	Desirable  Desirable	<b>Application form and Interview</b>



<b>Experience</b>	Experience of working within a mental health or welfare role.	<b>Essential*</b>	<b>Application form and Interview</b>
	A comprehensive understanding of mental health issues and their impact	<b>Essential*</b>	
	Experience of crisis management and working in trauma	<b>Essential*</b>	
	Experience in providing a supportive and caring service to people requiring mental health support	<b>Essential*</b>	
	Experience of policy development and / or review, preferably in the field of welfare services/mental health	<b>Essential*</b>	
<b>Job Related / Personal Skills</b>	Highly developed interpersonal skills with the ability to recognise and interpret the needs of both clients and the wider organisation	<b>Essential*</b>	<b>Application form and Interview</b>
	Be able to communicate effectively, with confidence in order to establish trust and maintain confidentiality	<b>Essential*</b>	
	Feel confident to raise concerns and challenge negative behaviours or stigmas associated with mental health	<b>Essential*</b>	
	Be able to prioritise deadlines	<b>Essential*</b>	
	Ability to work on own initiative	<b>Essential*</b>	
	Enthusiastic and committed approach to providing a quality service	<b>Essential*</b>	
<b>Communication</b>	English verbal skills	<b>Essential*</b>	<b>Application form and Interview</b>
	English written skills	<b>Essential*</b>	
	Welsh verbal skills	Desirable	
	Welsh written skills	Desirable	
	Ability to communicate with colleagues at all levels	<b>Essential*</b>	





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:** Enhanced with a check against the Adults Barred list

**JUSTIFICATION:** .....

**PREPARED BY:**

**DATE REVIEWED:**



# How to Apply

Closing Date: 24 September 2025 at 16.30pm

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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