



MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	Legal and Compliance Manager
LOCATION	Service Headquarters, Carmarthen
POST NUMBER	
GRADE	Grade 11
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	Have successfully completed the SFJ Level 4 Diploma in Fire Safety, or possess proven experience in applying the Regulatory Reform (Fire Safety) Order 2005, supported by demonstrable knowledge of its requirements.	Essential*	Application form and Certificates
	Full UK driving licence	Essential*	
	SFJ Level 5 Diploma in Fire Engineering Design (Technician)	Desirable	
	IOSH Managing Safely or equivalent	Desirable	
	Recognised qualification in teaching, training, assessment, internal quality assurance, coaching or mentoring, or demonstrable equivalent professional experience.	Desirable	
	Relevant professional qualification in law, legal practice, compliance, fire safety, regulatory enforcement or related discipline, or demonstrable equivalent professional experience.	Essential*	
	Evidence of continuing professional development relevant to the role.		
	Relevant qualification or demonstrable experience in regulatory compliance, enforcement, investigation or legal practice.	Essential*	
	Evidence of maintaining professional knowledge and confidence in the changing legislative and regulatory environment.	Essential*	
	Qualification in law, fire safety, compliance, risk	Essential*	



	management, or related discipline. Membership of a relevant professional body or institution. Relevant professional development in fire safety legislation, building safety enforcement or regulatory investigation. Recognised qualification in teaching, training, assessment, internal quality assurance, coaching or mentoring, or demonstrable equivalent professional experience.	Desirable Desirable Desirable Desirable	
Knowledge	Comprehensive knowledge and understanding of the RRO 2005 and associated fire safety legislation, regulations and guidance. Sound knowledge of fire safety, enforcement, compliance and regulatory processes. Understanding of evidential requirements, investigation principles, and the preparation and quality assurance of enforcement documentation and case files. Understanding of the relationship between fire safety legislation, building regulations, planning, building control and other regulatory regimes. Knowledge of the Building Safety Act, building safety regime and relevant Welsh legislation. Knowledge of relevant case law and its application to fire safety enforcement. Knowledge of information governance, GDPR disclosure and evidential requirements. Understanding of Welsh Government, NFCC and other National Fire Safety frameworks and guidance. Knowledge of regulatory audits and quality assurance methodologies.	Essential* Essential* Essential* Essential* Desirable Desirable Desirable Desirable Desirable	Application form and Interview



Experience	Experience within Fire Safety environment Demonstrable experience of interpreting, applying and advising on relevant legislation, regulatory frameworks and enforcement procedures with the ability to provide sound legal and compliance advice within the context of business fire safety. Experience of developing or reviewing policies, procedures and technical guidance. Demonstrable experience of managing, leading or coordinating people with a professional, regulatory or technical environment. Experience of managing a specialist legal, compliance, regulatory or enforcement function. Experience of presenting complex legal, regulatory or risk matters. Experience of partnership working with local authorities, regulators, legal services, police, Welsh Government or other statutory organisations.	Essential* Essential* Desirable Essential* Desirable Desirable Desirable	Application form and Interview
Job Related / Personal Skills	Demonstrable commitment to continuing professional development within fire safety training and competence. Ability to interpret complex legislation and provide clear, practical and legally defensible advice and guidance. Ability to provide effective leadership, direction and support to staff undertaking complex and potentially contentious regulatory work. Ability to make sound evidence-based decisions and exercise appropriate professional judgement. Ability to manage competing priorities, resources, workloads and organisational risks effectively. Demonstrate the ability to lead change and implement improvements to processes, systems, and ways of working. Ability to build effective relationships with internal departments. An external partners and stakeholders. Ability to promote a culture of professionalism, accountability, learning, and continuous improvement.	Essential* Essential* Essential* Essential* Essential* Essential* Essential* Essential*	Application form and Interview



	Demonstrates a strong commitment to professional standards, integrity and continuous improvement. Demonstrates a positive and inclusive approach to learning, development and professional competence. Builds effective relationships based on trust, respect, openness, and professionalism. Demonstrates excellent communication and interpersonal skills with the ability to communicate effectively with staff at all levels. Is approachable, supportive and able to create an environment in which individuals feel encouraged to develop and learn. Demonstrates resilience and the ability to manage challenging situations in a calm, professional, and constructive manner. Demonstrates a proactive approach to identifying opportunities for improvement and delivering sustainable change. Demonstrates a commitment to equality, diversity and inclusion and promotes a culture where all staff are valued and supported. Demonstrates a commitment to the services, vision, values and behaviours and to delivering positive outcomes for the communities across Mid and West Wales.	Essential* Essential* Essential* Essential* Essential* Essential* Essential* Essential*	
Communication	Welsh verbal and written skills	Desirable	Application form and Interview