



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.

Our vision 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, we 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 professional support functions.

Thank you and good luck



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



Leadership and Management: Governance, decision making and continuous improvement



Financial Resilience



Corporate Social Responsibility



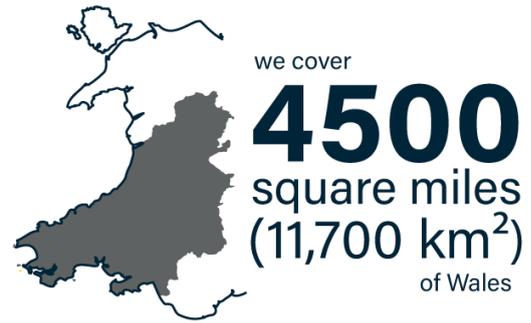
Digital and Information Communications Technologies Strategy



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:



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 because 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 of 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
- Canteen facilities
- 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.

We currently have 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: £54, 495- £56,593

ABOUT THIS JOB

The Corporate Governance Manager role is to lead the Service's Corporate Governance and Democratic Services functions, acting as the main point of contact for Fire Authority Members. The position ensures compliance with governance, decision-making, and statutory requirements while managing Freedom of Information requests and external complaints procedures.

Key responsibilities include overseeing internal governance and decision-making frameworks, maintaining compliance with constitutional and legislative requirements, and providing advice, training, and support to Fire Authority Members. The role also involves managing complaints, Freedom of Information processes, gifts and hospitality registers, and declarations of interest procedures. Additionally, the manager will produce reports, present at Authority and leadership meetings, act as Deputy Monitoring Officer, and support Clerk duties. Monitoring collaborative agreements, implementing best practices, managing departmental budgets, and overseeing staff performance are also essential aspects of the role. Promoting health and safety, equality, diversity, safeguarding, and information security policies forms a critical part of the position.

The Person

The ideal candidate will hold a relevant degree or professional qualification. They should possess strong knowledge of legislative frameworks for local government and Welsh Fire and Rescue Services, as well as local authority decision-making processes, complaints handling, and governance principles. Experience in democratic services, constitutional matters, working with elected members and senior managers, report and minute writing, forward planning, delivering training, managing organisational change, staff performance, and budget oversight is essential.

Key skills and attributes include political awareness, relationship-building, excellent communication and presentation abilities, and strong analytical and strategic thinking with sound judgment. Proficiency in IT, flexibility to meet operational needs, and a high level of integrity and discretion are required, along with a commitment to equality and safeguarding. Other requirements include a willingness to travel and work outside normal hours, possession of a current driving license, and Welsh language ability, which is desirable.



Job Description

TITLE OF POST:	Corporate Governance Manager
RANK/ROLE:	Grade 13
POST REFERENCE:	ADM.006
LOCATION:	Service Headquarters, Carmarthen
RESPONSIBLE TO:	Corporate Head of Community Risk Management / Clerk and Monitoring Officer to the Fire Authority
MAIN PURPOSE OF JOB:	Responsible for the Service's Corporate Governance, which includes managing the Democratic Services function.



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

<p>1. To manage the Democratic Services and Corporate Governance function, ensuring all appropriate standards and processes covering the management and delivery of the function are upheld. This includes ensuring that internal governance and decision-making are in place, up to date and applied effectively and consistently.</p>	<p>Corporate Head of Community Risk Management.</p>
<p>2. To engage in effective working relationships with Authority Members, National and Local Government Departments, Local Resilience Forums, Emergency Services, partners and other Government bodies.</p>	<p>Corporate Head of Community Risk Management.</p>
<p>3. To produce and present reports and presentations on related business where relevant, at Fire Authority and Committee meetings, Executive Leadership Team meetings, Service Leadership Team meetings and any other relevant forums.</p>	<p>Corporate Head of Community Risk Management.</p>
<p>4. To manage and provide advice and training to Fire Authority members</p>	<p>Corporate Head of Community Risk Management.</p>
<p>5. To manage the content and compliance against Service procedures as appropriate to the responsibilities of the department, inclusive of Complaints, Compliments and Comments Procedure; Freedom of Information Procedure; Gifts and Hospitality Procedure; Declaration of Interest Procedure; ensuring they are regularly reviewed and amended accordingly.</p>	<p>Corporate Head of Community Risk Management.</p>
<p>6. To monitor and maintain the Service's compliance procedures, to ensure effective processing and investigation of compliments, complaints, freedom of information requests and publication scheme.</p>	<p>Corporate Head of Community Risk Management.</p>
<p>7. To support the Clerk to the Fire Authority in the effective provision of all democratic services to include: ensuring the Authority's constitution is maintained and adhered to; organising committee meetings and work plans as appropriate; developing and implementing an effective Member Development Strategy; ensuring effective delivery of Fire Authority priorities as required by legislation and in relation to the Wales Charter for Member Support and Development, Wales Audit Office, effective Scrutiny and the Code of Corporate Governance.</p>	<p>Clerk to the Fire Authority</p>



8. To undertake the role of Deputy Monitoring Officer and to deputise for the Clerk of the Authority as appropriate.	Clerk to the Fire Authority
9. Provide proactive, strategic, ethical and pragmatic advice, challenge, and support to the Chief Fire Officer/Chief Executive Officer, Executive Leadership Team, Service Leadership Team and Fire Authority representatives.	Clerk to the Fire Authority/ Corporate Head of Community Risk
10. Responsible for overseeing the implementation and ongoing monitoring of the Code of Corporate Governance, reviewing its operation and reporting annually on compliance via the production of the Annual Governance Statement.	Clerk to the Fire Authority
11. Monitor and review collaborative arrangements (Memoranda of Understanding & Service Level Agreements) between the Service and external partners	Corporate Head of Community Risk
12. To develop the Fire Authority's training plan, reporting on progress and performance.	Corporate Head of Community Risk
13. To allocate work streams to individuals within the Democratic Services and Corporate Governance function, with clear objectives and outcomes. Assess performance and provide feedback, resolving any issues by agreeing a clear development plan with objectives.	Corporate Head of Community Risk
14. To be responsible for the Corporate Governance function budget and for ensuring efficient expenditure.	Corporate Head of Community Risk
15. To have responsibility for and manage the internal governance and decision-making arrangements.	Corporate Head of Community Risk
16. Implement effective evaluation to continually seek efficiency improvements, optimising systems and processes to enhance overall effectiveness.	Corporate Head of Community Risk



<p>17. Carry out extensive horizon scanning to ensure that local and national best practice is reviewed and where appropriate incorporated into the delivery of democratic service outputs and keeping appropriate policies and procedures up to date and adhered to.</p>	<p>Corporate Head of Community Risk</p>
<p>18. To Implement and promote the Authority's:</p> <ul style="list-style-type: none">▪ Health and Safety policies▪ Equality and Diversity policies▪ Information Security Management System polices▪ Safeguarding policies	<p>Corporate Head of Community Risk</p>
<p>19. To undertake any duties as required falling within the purview of the post including relevant personal development for role.</p>	<p>Corporate Head of Community Risk</p>



MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	Corporate Governance Manager
LOCATION	Service HQ, Carmarthen
POST NUMBER	ADM.006
GRADE	Grade 13
DEPARTMENT	Risk Management and Improvement
DBS CHECK	Standard

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, or professional qualification, or experience gained in similar leadership roles	Essential*	Application form and Certificates
	A relevant management qualification or demonstrable leadership training	Essential*	
	Leadership, coaching, or mentoring qualification, eg ILM	Desirable	
Knowledge	Knowledge of the legislative framework for local government, elections and public sector governance	Essential*	Application form and Interview
	Knowledge of the legislative framework for Welsh Fire & Rescue Services	Essential*	
	Demonstrable understanding of local authority decision-making strategies and processes	Essential*	
	Knowledge of complaints processes	Desirable	



<p>Experience</p>	<p>Experience working within a democratic services function and handling constitutional matters</p> <p>Substantial experience working with elected members, senior officers, and partner organisations</p> <p>Experience of report and minute writing, decision recording, and forward planning</p> <p>Experience in delivering training provision to a range of stakeholders</p> <p>Experience managing organisational and culture change within an organisation</p> <p>Experience of direct staff management and performance management</p> <p>Experience in advising organisations on internal governance and decision-making strategies</p> <p>Evidence of managing a departmental budget</p>	<p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Desirable</p> <p>Desirable</p>	<p>Application form and Interview</p>
<p>Job Related / Personal Skills</p>	<p>Demonstrate political awareness and ability to foster positive working relationships</p> <p>Excellent presentation and IT proficiency</p> <p>Commitment to continuing professional development</p> <p>Able to assess complex and detailed information and consolidate into strategies, with sound judgment and reasoning.</p> <p>Creative thinking and ability to develop practical solutions to problems whilst balancing multiple issues and priorities appropriately</p> <p>Ability to work flexibly and meet the operational communications needs of a dynamic Fire and Rescue Service</p> <p>Show awareness of and be responsive to politically sensitive and other sensitive and confidential issues; be patient, tactful and diplomatic.</p> <p>High level of professional integrity and discretion</p> <p>Demonstrate effective advice/direction to Elected Members and Executive leaders within an organisation</p>	<p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p>	<p>Application form and Interview</p>



	<p>Commitment to MAWWFRS Community Risk Management Plan, Vision and Behaviours</p> <p>Proven commitment to equality, diversity, inclusion and safeguarding practices within the workplace</p>	<p>Essential*</p> <p>Essential*</p>	
Communication	<p>Excellent interpersonal and communications skills, able to converse and communicate and negotiate with a wide range of stakeholders.</p> <p>The ability to communicate in Welsh (Level 4)</p>	<p>Essential*</p> <p>Desirable</p>	Application form and Interview
Other	<p>Be willing to undertake further training as required.</p> <p>Flexible in approach – be willing to work outside of normal working hours as required</p> <p>Be willing to travel – have a current driving license.</p>	<p>Essential*</p> <p>Essential*</p> <p>Essential*</p>	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:

JUSTIFICATION:

PREPARED BY:

DATE REVIEWED:



How to Apply

Closing Date: 09 March 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 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 because 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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