



**Business Fire Safety Support Team Manager  
Business Fire Safety Department**

**Ref: NU010**

**37 Hours per week**

**Grade 10**

**SALARY: £30,451 - £31,346 per annum**

(Please note that all salaries are subject to job evaluation)

An opportunity has arisen within the Business Fire Safety Department for a **permanent** Business Fire Safety Support Team Manager based at South Wales Fire & Rescue Service Headquarters Service, Forest View Business Park, Llantrisant, CF72 8LX.

Our mission is to make South Wales safer by reducing risk. As the Business Fire Safety Support Team manager you will be supervising a small team of support staff who provide professional administrative support to the main function of the Business Fire Safety Department and its Fire Safety Officers.

The successful candidate will have proven experience of Fire Safety legislation and associated work. Knowledge and experience of Business Fire Safety systems. Experience of fire safety statistical requirements and reporting systems. Functional Knowledge of Microsoft Office packages, Outlook, Word, Excel etc. and a detailed understanding of databases.

Welsh language skills are desirable but not essential for this post.

This is a full time post with flexible hours in line with the Service's flexi time scheme.

This role may involve occasional travel between sites throughout the South Wales area. The successful candidate must be able to travel independently and a driving licence check will be required.

An Application Form, Job Description and Person Specification can be downloaded from our website: [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk) Internal staff can access these documents through the Current Vacancies page on the Service Intranet site or through their Core Portal account. Please note we do not accept CVs.

Completed applications should be returned to: The Recruitment and Resourcing Team, at [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk) **The closing date for receipt of applications is: 12:00, mid-day, 20<sup>th</sup> May 2022.** Date for Interviews / Selection to be confirmed.

For further information about the job role, please contact Simon Roome by email: [s1-roome@southwales-fire.gov.uk](mailto:s1-roome@southwales-fire.gov.uk).

The successful candidate will be required to undertake a Drug and Alcohol Test and a Disclosure and Barring Service Check prior to an appointment being made.

Gwasanaeth Tân ac Achub  
De Cymru



South Wales  
**Fire and Rescue Service**

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the Shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions and interview questions).

Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

