



## Compliance and Quality Assurance Advisor

**POST NUMBER: 505428**  
**SALARY: £41,511 – £42,708**  
**GRADE: 13**  
**37 hours per week**  
**12 Months Fixed-Term**

We are seeking a skilled and detail-oriented People Services Compliance and Quality Assurance Advisor to support our People Services directorate. In this key role, you will ensure compliance with internal and external standards, monitor operational performance, and drive continuous improvements. You will be responsible for reviewing systems and processes, conducting audits, and providing expert guidance on legislative and regulatory changes. You will also support the management team in delivering excellent service and maintaining data accuracy.

Key skills include a strong understanding of compliance, experience in quality management, and the ability to collaborate effectively with colleagues at all levels. Experience in a similar role is essential, and knowledge of equality and diversity is highly desirable.

Join us and play a crucial role in enhancing service delivery and supporting organisational success.

More details relating to this position can be found in the Job Description and Person Specification, which can be downloaded along with an application form from the Working for Us/Latest Vacancies pages of our website [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk).

Application Forms should be completed online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/> If a paper version is required, please email: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk).

All internal applicants applying should apply via their CORE portal, selecting "Current Vacancies" from the left-hand tab.

The closing date for receipt of applications is **Tuesday 10<sup>th</sup> December 2024 at 12:00.**

The successful candidate will be subject to a satisfactory Disclosure & Barring Service standard criminal record check and will be required to undertake a Drug and Alcohol Test prior to an appointment being made.

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.



## **Benefits of working at South Wales Fire and Rescue Service**

**Annual Leave** – The allowance for this role is 30 days plus bank holidays.

**Employee Assistance Programme** - The EAP provides confidential, impartial advice and support 24 hours a day, 365 days a year. The service is free for employees to access whenever they need.

**Vivup** - award-winning employee benefits provider that offers all staff a stack of health and wellbeing benefits and savings across a number of big brands.

Some of the perks on this platform include:

- Cycle to work scheme
- Tusker car scheme
- Home and electronics discounts
- Lifestyle savings

**Flexi Time** - Corporate staff are able to work flexi time. With core hours of 10am-12pm and 2-3pm; you can complete the balance of your hours anytime between 7am and 7pm.

**Learning & Development** - South Wales Fire and Rescue Service recognises that well trained employees are key to success. With our dedicated Training Centre at Cardiff Gate and specialist training teams, there are plenty of opportunities to grow and develop your skills.

**Gym** - Wherever you are based as an employee of South Wales Fire and Rescue Service, access to our gym facilities is available to all, free of charge.

**Health and Fitness Advisors** - Our Health and Fitness Advisors monitor the fitness levels of operational staff. They can also offer health and fitness advice to all employees on request.

**Firefighters' Charity** - Every employee, along with their dependents, can be beneficiaries of the charity. The charity provides health and wellbeing support to the whole Fire Service community.

**Car Parking** - South Wales Fire and Rescue Service does not charge for car parking at any of its sites.

**Mind Blue Light Champions** - As part of our ongoing commitment to health and wellbeing, we support the MIND Blue Light Programme. The Programme offers mental health support for emergency services employees.

**Occupational Health** - The Occupational Health Unit aims to maximise the health, wellbeing and efficiency of staff and to minimise the risks to which staff are exposed as a result of working practices and the working environment.

**Pension** - Support staff are eligible to join the Local Government Pension Scheme, which is a defined benefit pension scheme. Employee contributions are based on your salary.

**Sports and social** - Our sports and social section brings together employees from across departments. Photography, Skiing, Rambling, Cycling, Football, Rugby, Surfing and Golf are just some of the shared interests.

**Welsh Courses** - South Wales Fire and Rescue Service recognises the importance of the Welsh language in the workplace and offers all employees access to Welsh language courses at a range of levels to suit all needs.