



# JOIN US

## WHOLETIME CREW MANAGER

## APPLICANT INFORMATION PACK



**Gwasanaeth Tân ac Achub  
De Cymru**

**South Wales  
Fire and Rescue Service**

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**RAISING AWARENESS - REDUCING RISK**

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# WHO WE ARE

“

## TO MAKE SOUTH WALES SAFER, BY REDUCING RISK”

We are South Wales Fire and Rescue Service and our vision, mission and values are what drives and motivates our people to make south Wales safer, by reducing risk. We aim to protect and serve all across the 10 Unitary Authorities that make up our diverse area, working in partnership with our colleagues in other frontline services

We employ around 1700 people across South Wales in a mix of Operational and Corporate roles, with most of our corporate staff being based at our headquarters in Llantrisant.

The frontline services provided by South Wales Fire and Rescue Service Operational Staff are supported by a number of teams, which fulfil administrative and technical roles. Operational and Corporate Staff work closely together to provide a high level of service for the communities of South Wales.

Diversity, Inclusion, Cohesion and Equity are a priority for South Wales Fire and Rescue Service and we have a commitment to endeavour to reflect the communities that we serve.

# ROLE PROFILE

**Please apply by midday 12<sup>th</sup> February 2025**

## **South Wales Fire & Rescue Service are now recruiting for Wholetime Duty System (WDS) Crew Managers**

The Service is currently seeking to appoint WDS Crew Managers who will demonstrate an enthusiastic and inclusive approach to the leadership of a watch or area of work, whilst upholding our Service's values.

This post will provide successful candidates with the opportunity to enhance the culture and values of the Fire and Rescue Service through the provision of effective team leadership whilst also joining the organisation in contributing to its current culture change transformation.

### **ELIGIBILITY CRITERIA**

- Competent and Substantive Wholetime Firefighter **OR** Wholetime Crew Manager employed in a UK local authority Fire and Rescue Service.
- Supervisory Technical Test Examination pass from South Wales Fire & Rescue Service (Paper 1 and 2 prior to 2023 or New Tech Paper from 2023 onwards) valid at close of advert **OR** Institute of Fire Engineering (IFE) Level 3 Certificate in Fire Service Operations and Incident Command **OR** Equivalent.
- Skills for Justice Level 3 Award (ICL1) Initial Incident Command pass.
- IOSH Managing Safely qualification **OR** Willingness to gain IOSH qualification within 6 months upon appointment.
- Demonstration of suitable experience of learning within a leadership and management field at Supervisory Manager level (for internal candidates this can be evidenced from a completed 'Leading Others' Pathway) **OR** A commitment to complete a leadership pathway within 6 months of commencement of a crew manager appointment prior to submission of a development to competent portfolio.
- Have no live disciplinary or performance sanctions, at the point of application

**N.B. Vacancies may be in all locations/departments across the service**

- Contract: **Permanent**
- Grade: **Crew Manager**
- Salary: **£38,039 - £39,679**
- Closing Date: **Midday 12<sup>th</sup> February 2025**

# THE APPLICATION PROCESS

Candidates should complete our shortlisting evidence form. This should address the questions below with a response that doesn't exceed 500 words per question (Max 2500 Words)

**Question 1: Please evidence how you meet the eligibility criteria**

**Question 2: Personal Impact: Please evidence how you look after the people around you and look for behaviours that someone may be struggling.**

**Question 3: Service Delivery: Please provide an example of how you have generated a solution to a problem that has improved either your personal or your organisations service for customers or communities.**

**Question 4: Organisational Effectiveness: Please provide an example of a time where you identified that change was needed, and you personally went about creating and embedding this change**

**Question 5: Outstanding Leadership: Please provide an example of when you have developed and coached a colleague to improve their skills or knowledge.**

# HOW TO APPLY

## External Applicants

Please log in to our website at: [www.southwales-fire.gov.uk/working-with-us/latest-vacancies](http://www.southwales-fire.gov.uk/working-with-us/latest-vacancies)

Select the role from the 'Current Vacancies' and click on the link for our e-recruit system.

Ensure that all sections of the application form are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

## Internal Applicants

Please log in to People XD/Core and navigate to 'current vacancies' to select the relevant position. Ensure that all sections of the application are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

## All Applicants

If you require this document in an alternative format, such as large print or a white or coloured background, or alternatively require a paper application form, please contact our Recruitment team at [recruitment@southwales-fire.gov.uk](mailto:recruitment@southwales-fire.gov.uk) or call us on 01443 232200 and we will endeavour to help as quickly as possible.

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.

# ADDITIONAL INFORMATION

## External Recruitment Checks

All external candidates will be subject to the following recruitment checks prior to appointment:

- Enhanced Disclosure and Barring Service (DBS) checks.
- Right to work checks.
- Medical, health and fitness checks.
- No current disciplinary warnings (Operational)
- Driver licence checks.
- Reference checks.
- Some roles may require security clearance level of vetting.

## The NFCC Core Code of Ethics

**PUTTING OUR COMMUNITIES FIRST:** We put the interest of the public, the community and service users first.

**INTEGRITY:** We act with integrity, including being open, honest and consistent in everything we do.

**DIGNITY AND RESPECT:** Making decisions objectively based on evidence, without discrimination or bias.

**LEADERSHIP:** We are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.

**EQUALITY, DIVERSITY & INCLUSION:** We continually recognise and promote the value of EDI both within the SWFRS and the wider communities that we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.

**This is the foundation for the values we hold at South Wales Fire and Rescue Service and will help us to create an environment that is welcoming, tolerant and safe, with no place for inappropriate behaviours and actions that threaten, disrespect or intimidate others**



# BENEFITS

**Annual Leave** – Generous Annual leave allowance

**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 discount**
- **Lifestyle Savings**

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

**Learning & Development** – SWFRS recognise that well trained employees are key to success. With a dedicated Training Centre at Cardiff Gate and specialist training teams, there are plenty of opportunities to grow & develop new 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** – SWFRS 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 and wellbeing efficiency of staff and to minimise the risks to which staff are exposed as a result of working practices and the 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 recognize 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.

**Disability Confident** – We are proud to be a certified Disability Confident Committed Employer







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De Cymru

South Wales  
**Fire and Rescue Service**

## South Wales Fire and Rescue Service

Recruitment & Retention Team  
Fire Service Headquarters  
Forest View Business Park  
Llantrisant  
CF72 8LX

Recruitment Line – 01443 232200  
[recruitment@southwales-fire.gov.uk](mailto:recruitment@southwales-fire.gov.uk)

**SCAN ME**



[www.southwales-fire.gov.uk/working-with-us](http://www.southwales-fire.gov.uk/working-with-us)