



JOIN US

ASSISTANT CHIEF OFFICER

**DIRECTOR OF SERVICE SUPPORT/ MONITORING
OFFICER**

APPLICANT INFORMATION PACK



**Gwasanaeth Tân ac Achub
De Cymru**

**South Wales
Fire and Rescue Service**

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 the 18th March 2025

We are seeking an experienced and dynamic legal professional to join our team as the Principal Legal Adviser and Monitoring Officer for our Service and Commissioners. In this pivotal role, you will provide expert legal advice and support to ensure effective decision-making, maintaining high standards of governance, and ensuring statutory obligations are met. You will advise on and execute all legal documents, lead on the promotion of good conduct across the Service, and collaborate closely with senior leaders, including the Chief Fire Officer and Treasurer, to uphold strong governance. As an active member of the Leadership Team, you will contribute to the strategic direction of the Service and help deliver corporate objectives, while ensuring compliance with legal requirements and best practice across all functions.

The ideal candidate will possess a first degree (or equivalent), be a practising Solicitor or Barrister, and have significant experience working in the public sector. You will have a deep understanding of local government legislation, corporate governance, and the role of Monitoring Officer, along with a proven track record of operating at a senior level, influencing decision-making and policy development. You will be skilled in managing high-performing teams and complex budgets, with the ability to work effectively across organisational boundaries. We are looking for someone with excellent communication and negotiation skills, who can provide pragmatic advice and support, manage key corporate processes, and promote a positive, inclusive, and constructive working environment.

- **Grade:** Assistant Chief Officer
- **Contract:** Permanent (Gold Book Terms and Conditions)
- **Salary:** £108,290 (Plus access to the service lease car scheme)
- **Hours of Work:** 37
- **Directorate:** Principal Officers
- **Location:** Llantrisant
- **Job Ref:** 504264

JOB DESCRIPTION

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

Responsible to: Chief Fire Officer

Responsible for: Departments that fall within the remit of the postholder

1. To act as the principal legal adviser to the Service and the Commissioners, ensuring that both receive the advice and support that they require for effective decision making.
2. To fulfil the statutory role of Monitoring Officer, ensuring that the Service and the Commissioners fulfil their statutory obligations and act lawfully.
3. To advise on and execute all legal documents on behalf of the Service and Commissioners.
4. To take a lead role in promoting and maintaining high standards across the Service; dealing with ELT and Commissioners conduct (training, declarations, complaints etc.)
5. To work closely with the Chief Fire Officer & and the Treasurer (Section 151 Officer) to ensure that appropriate governance arrangements are maintained.
6. To be an active member of the Service's Leadership Team, contributing to the strategic direction of the Service and supporting the delivery of corporate objectives.
7. To maintain and support effective decision-making arrangements for the Service and Commissioners, ensuring the Commissioners and its committees, comply with legal requirements, the Constitution, and take into account applicable guidance and best practice.
8. To support the Commissioners, ensuring that they receive the information and advice that they need in order to function effectively; as well as promoting and maintaining positive and constructive working relationships between Officers and Commissioners.
9. To manage/oversee the functions that fall within the remit of the postholder, ensuring the effective leadership, management and development of staff, so that high quality services can be delivered in a timely and efficient way.
10. To manage and monitor the budget/s that fall with the remit of the postholder.
11. To manage/oversee key corporate processes that fall within the remit of the postholder, including whistleblowing and other complaints.

12. To act as Senior Information Risk Owner (SIRO).

13. To represent the Service at meetings, events, awards ceremonies etc. at a regional and national level, as required.

NB. The Service is currently reviewing its Target Operating Model. The additional functions that may fall within the description provided at 9 above may typically include Legal and Insurance, Finance, Procurement & Property, Business/Member Support, Information Governance, Performance Planning and Programme Management, ICT and Media and Communications, but this will be discussed with the successful candidate.

In addition to the duties and responsibilities outlined above, the post holder will be required to:

1. Undertake any other duties commensurate with the grade and post.
2. Attend in-house and external training courses as required.
3. Co-operate fully with any scheme or pilot scheme introduced within the department or across the Service.
4. Apply the principles of the Service's Dignity at Work Procedure and Equality and Diversity Statement whilst carrying out their duties.
5. Protect children, young people or adults at risk from harm, reporting any safeguarding concerns using the Service's Safeguarding Procedure.
6. Adhere to Health & Safety and Wellbeing Legislation and Procedures and take reasonable care for the health and safety of self and others.

PERSON SPECIFICATION

ESSENTIAL QUALIFICATIONS/EXPERIENCE

- ✓ First Degree or equivalent
- ✓ Practising Solicitor or Barrister
- ✓ Experience of working in the Public Sector
- ✓ Experience of the role of Monitoring Officer
- ✓ Experience of effectively working across professional and organisational boundaries and in partnership with a wide range of stakeholders
- ✓ Experience of operating at a senior level within an organisation, e.g. involvement in strategic decision-making and policy making
- ✓ Experience of successfully managing high performing teams

ESSENTIAL KNOWLEDGE AND SKILLS

- ✓ Detailed knowledge of local government legislation
- ✓ Knowledge and understanding of political arrangements in the public sector
- ✓ Ability to effectively manage departmental and corporate budgets
- ✓ Knowledge and understanding of project management principles and delivery
- ✓ Broad knowledge of corporate governance in a public sector context (including risk management)
- ✓ Ability to provide constructive professional challenge in order to drive forward performance and improvement
- ✓ Well-developed consultation, negotiation and influencing skills across a range of stakeholders
- ✓ Ability to communicate and present information effectively, orally and in writing to suit a range of different audiences
- ✓ An understanding and commitment to diversity, equality and inclusion in the workplace
- ✓ Knowledge of the Senior Information Risk Owner role
- ✓ Ability to analyse complex information and produce pragmatic advice/guidance to SLT and the Commissioners
- ✓ Resilience and ability to deliver when working to competing deadlines

N.B This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently

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 (eg Maximum 1500 Words)

Question 1: Eligibility: Please outline how you meet the essential qualifications and experience as set out in the Person Specification.

Question 2: Please tell us about your experience of effectively managing departmental and corporate budgets

Question 3: Please advise how you challenge executive decisions constructively and professionally in order to drive forward performance and improvement

Question 4: Please give an example of your ability to remain resilient and deliver high quality outputs when working to competing deadlines

When answering the above questions, consider using a method such as STAR
This is a useful way to describe past experiences and to structure an answer by considering the **S**ituation, **T**ask, **A**ction and **R**esult to clearly showcase your accomplishment.



HOW TO APPLY

External Applicants

Please log in to our website at: 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 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 – A 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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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

SCAN ME



www.southwales-fire.gov.uk/working-with-us