



# AUXILIARY FIRE FIGHTER

## 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 the 25<sup>th</sup> April 2025 at 12pm

Shortlist: 28<sup>th</sup> April 2025

Physical & Practical Assessment Day: 16<sup>th</sup> May 2025

**Please note, you must be available for the above Physical & Practical Assessment Day and you must be willing to commit to other mandatory training as set out within this applicant information pack.**

The vision of South Wales Fire & Rescue Service is 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. South Wales Fire & Rescue Service covers the Unitary Authority areas of:

- ***Blaenau Gwent***
- ***Bridgend***
- ***Caerphilly***
- ***Cardiff***
- ***Merthyr Tydfil***
- ***Monmouthshire***
- ***Newport***
- ***Rhondda Cynon Taf***
- ***Torfaen***
- ***Vale of Glamorgan***

South Wales Fire & Rescue Service has a statutory duty to provide an emergency Fire and Rescue provision to the communities of South Wales. This requirement includes periods where they may be a significant reduction in Wholetime and Retained Duty System personnel due to flu pandemic, Industrial Action or other similar causes. In order to address this need, the service has developed a Business Continuity Management (BCM) plan that has led to the creation of an Auxiliary Reserve that will provide the resilience in time of need.

It is necessary to highlight that the Auxiliary Reserve has been created in order to provide resilience in the event of exceptional circumstances such as flu pandemic, industrial action or similar causes that would reduce the fire fighting and emergency capability of the service.

The Auxiliary Reserve will be provided with core skills training supported by a programme of quarterly re-familiarisation training commensurate to the nature and extent of emergencies and incidents that Auxiliary Reserve personnel could be expected to attend. The level of training provided would involve core firefighting skills including Breathing apparatus training and, road traffic collision techniques. The level of initial and continuation training provided would ensure that you are valued and effective member of the Auxiliary Reserve.

The nature of incidents that the Auxiliary Reserve could attend include; domestic and commercial building fires, car and other vehicles fires, road traffic collisions and railway incidents. The list of incidents is not exhaustive.

South Wales Fire & Rescue Service are seeking to recruit further personnel to add to the existing Auxiliary Reserve that has been in existence for eleven years, these roles will be recruited on a 12 month Fixed Term Contract basis.

#### **Remuneration:**

- £15.06 per hour during the period of initial training
- £15.06 per hour for ad hoc training or additional duties
- £289.54 for attendance at the quarterly re-familiarisation training day (4 per quarter)
- £289.54 quarterly retainer payment subject to attendance at the quarterly re-familiarisation training day.

Further payments apply for operational deployment.

**Please note:** the rate of pay and Retainer payments are subject to annual increase in accordance with SWFRS pay increases.

- **Contract:** 12 Month Fixed Term Contract
- **Salary:** Hourly Rates and Payment set out above
- **Hours of Work:** 2 x 5 Days Initial Training (In first year)  
4 x 1 Day Continuous Learning Training Days
- **Directorate:** Operational Risk Management
- **Job Ref:**
- **Location:** Stationed at Abercarn to cover SWFRS service wide

# **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:** Auxiliary Support Officer / Group Manager (Resilience and Planning)

**Responsible for:** **\*\*In the event of exceptional circumstances\*\***

The Auxiliary will provide an emergency Fire and Rescue Provision to the communities of South Wales.

## **Key Tasks of an Auxiliary Fire Fighter:**

- ***Committed and continued attendance at all Quarterly Training Days***
- ***Work with Fire Fighting and Life Saving Equipment (During training and potential deployment)***
- ***Work as part of a team***
- ***Communicate effectively***

**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

- ✓ Must live in the South Wales Fire and Rescue Region (travel outside of this will not be compensated)
- ✓ Must be over the age of 18
- ✓ Must be physically fit (to complete the Fitness Test and carry out numerous required training exercises)
- ✓ Must be able to commit to the following dates:
  - Process & Physical Day – 16<sup>th</sup> May 2025 (You will be offered either an AM or PM appointment)

Once appointed you **MUST** be able to commit to:

- **1 Week of Core Skills training (July 2025)**
- **1 Week of Road Traffic Collision training (Dec 2025)**
- There are **four re-familiarisation training days (based on 1 day per quarter)** throughout the year and future years.
  
- Further duties depend upon the requirements of the Service.

## DESIRABLE

- ✓ HGV License Holder
- ✓ Educated up to GSCE (or equivalent) in English and Mathematics.

**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 1000 Words)

**Question 1: Please outline any relevant experience you hold, which could contribute towards this application.**

(eg Emergency Service experience, working as part of a team, lived experience of reacting to emergency and/ or competently following instructions)

**Question 2: What attributes (skills and or beliefs) do you hold that could benefit the Auxiliary Reserve in SWFR? Please ensure you support your answer with an example or description of when you have displayed this attribute.**

(eg Team player / Committed / Professional etc)

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](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** – 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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De Cymru  
South Wales  
**Fire and Rescue Service**

## South Wales Fire and Rescue Service

Recruitment & Retention Team

Fire Service Headquarters

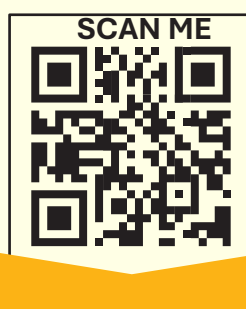
Forest View Business Park

Llantrisant

CF72 8LX

Recruitment Line – 01443 232200

[recruitment@southwales-fire.gov.uk](mailto:recruitment@southwales-fire.gov.uk)



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