



# JOIN US

## MOTOR VEHICLE TECHNICIAN 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 18<sup>th</sup> April 2025**

South Wales Fire and Rescue Service has the above **permanent** vacancy at its Fleet and Engineering Workshops based at Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

As a service we operate a fleet of over 450 mixed-marque vehicles plus a large and diverse plant fleet. The vacancy involves working as part of a team undertaking the servicing, repairs, and maintenance of the Fire and Rescue Services' wide range of specialist vehicles, plant and equipment.

The successful candidate will have served a recognised and relevant indentured/modern apprenticeship and have a minimum City and Guilds Part 2 Motor Vehicle Craft Certificate, OR NVQ Level 3 OR equivalent. Proven post-qualification experience in the repair and maintenance of Large Goods Vehicles, auto electrical work, hydraulics, pneumatics and fabrication is also required.

The post demands participation in an 'out of hours' emergency stand-by rota system requiring around the clock instant response attendance at any location within and outside of the Fire and Rescue Service operating area.

**Previous applicants that have applied within the last 6 months will not be considered.**

- **Contract:** Permanent
- **Grade:** 9
- **Salary:** £33,366 to 35,235 per annum
- **Hours of Work:** 37
- **Directorate:** Fleet and Engineering
- **Job Ref:** 504984
- **Location:** South Wales Fire and Rescue Headquarters

# **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:** Workshop Manager

1. To be responsible for the day-to-day servicing, repair and maintenance of South Wales Fire and Rescue Service vehicles, plant and equipment including inspection and testing procedures.
2. To work as a multi-skilled operative undertaking the following disciplines:- diagnosis and rectification of mechanical and electrical system defects, multi-process welding repairs and fabrication, defect assessment and repair to hydraulic and pneumatic systems.
3. To participate in the training and mentoring of Apprentices and Trainees.
4. To collect and deliver vehicles, plant and equipment for repair / maintenance within or outside of the South Wales Fire and Rescue Service area.
5. To participate in the South Wales Fire and Rescue Service 24-hour emergency standby scheme as part of the duty rota and provide reasonable additional out of hours cover as required.
6. To attend on weekends and outside normal hours to satisfy the exigencies of the Fire and Rescue Service.

**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 and Safety and Wellbeing Legislation and Procedures and take reasonable care for the health and safety of self and others.

# PERSON SPECIFICATION

## ESSENTIAL

- ✓ City and Guilds Motor Vehicle Craft
- ✓ Part 2 Certificate, OR NVQ Level 3, OR equivalent.
- ✓ Indentured / modern apprenticeship via a Main Dealership, Major Manufacturer or equivalent.
- ✓ Driving Licence Category B (Car). Willingness to train for a Category C Licence if not already held.
- ✓ Proven post qualification experience in Large Goods Vehicle repair and maintenance or equivalent
- ✓ Comprehensive knowledge and experience in the repair and maintenance of LGV Category C or PCV category D type vehicles.
- ✓ Experience of working on a wide range of major chassis Marques and vehicular systems.
- ✓ Working knowledge of auto electrical systems.
- ✓ Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations.
- ✓ Ability to communicate effectively both orally and in writing to a range of different audiences.
- ✓ Commitment to and ability to develop self, individuals, teams and others to improve effectiveness.
- ✓ Ability to maintain an active awareness of the environment to promote safe and effective working.

## DESIRABLE

- ✓ Chassis and relevant Manufacturer and Supplier courses
- ✓ Some experience of welding and fabrication (steel and alloy).
- ✓ Experience of working in a main dealership or franchise service provider representing a Major LGV Manufacturer consistent with South Wales Fire and Rescue Service's fleet profile.
- ✓ Ability to communicate through the medium of Welsh.

**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 350 words per question (e.g. Maximum 1750 Words).

**Question 1: Please demonstrate how you meet the eligibility criteria as stated within the Person Specification.**

**Question 2: Please evidence your knowledge of auto electrical systems.**

**Question 3: Please outline your comprehensive knowledge and experience in the repair and maintenance of LGV Category C or PCV category vehicles.**

**Question 4: Tell us about your experience of working on a wide range of major chassis Marques and vehicular systems.**

**Question 5: Please describe your ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations.**

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





**Gwasanaeth Tân ac Achub**  
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)