



JOIN US

Independent Advisory Group **APPLICANT INFORMATION PACK**



**Gwasanaeth Tân ac Achub
De Cymru**

**South Wales
Fire and Rescue Service**

RAISING AWARENESS - REDUCING RISK

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 27th June 2025 at 12:00 Midday

South Wales Fire & Rescue Service's Independent Advisory Group (IAG) is a new group as part of our governance structure which will perform the vital role of a 'critical friend' in relation to our policies and processes.

It is a group where independent members can offer advice based on their knowledge and lived experience and contribute to South Wales Fire & Rescue Service's mission of ***'To Make South Wales Safer by Reducing Risk'***

The role of the IAG is to provide informal advice to the Service with a particular focus on ensuring we understand and are able to respond to the needs of all our communities and our staff. The group may be asked to comment on and inform policy and procedures being implemented as well as ongoing operational matters which may be affecting the communities of South Wales.

We need people with a passion, commitment, understanding from a range of fields including public sector, private sector, cultural change, voluntary sector, inspection and D.I.C.E to ensure we deliver for the communities of South Wales and create a safe, modern workplace where everyone is treated with dignity and respect, and is free from discrimination, bullying and harassment.

For more information, please contact the **Recruitment Team** on: **01443 232200**

- **Contract:** Voluntary (reasonable travel expenses paid)
- **Hours of Work:** Availability as set out in Job Profile
- **Location:** Meetings to be held at SWFRS Headquarters in Llantrisant and/or by Microsoft Teams

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.

Role Profile

As an IAG member your independent views will help shape South Wales Fire & Rescue Service policy and provide sustainable transformation across the Service. You will agree to:

- Take part in 6 weekly meetings (subject to review) as a member of the Group.
- Provide at least 24 months on the panel (minimum of 16 meetings - subject to review).
- Provide independent advice about specific issues identified and agreed by SWFRS such as SWFRS policies, practices, procedures and critical incidents.
- Provide guidance, personal insight and constructive challenge reflecting your perspective, knowledge and background.
- Retain a good working relationship with other IAG members, SWFRS personnel and any other interested parties.

Person Specification

Candidates for the role of IAG member must satisfy the following criteria:

- Not be a member of SWFRS staff.
- Must be willing to contribute time, energy and commitment to attend regular meetings.
- Must be willing to work constructively with SWFRS, and other IAG members.
- Demonstrate the ability to listen to and consider the views of others and treat all people fairly and with dignity and respect.
- Must abide by the NFCC Core Code of Ethics and SWFRS values.
- Must not have a conflict of interest through work or other volunteering roles (this will be considered on a case-by-case basis).
- Must be able to deal with and appropriately manage confidential information.
- Demonstrate the ability to question, challenge, weigh up issues and make balanced, reasonable and proportionate judgments.

Whilst not essential the member would ideally have some experience of:

- Working with other people on issues of mutual interest over a period of time.
- Sharing their views and issues with others.
- Balancing commitments and time in an effective manner.
- Interacting or working with people who have different views to their own.
- Attending meetings and making positive and constructive contribution.
- Working with and making decisions as part of a team or group.

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

1. Apply the principles of the Service's Dignity at Work Procedure and Equality and Diversity Statement whilst carrying out their duties.
2. Protect children, young people or adults at risk from harm, reporting any safeguarding concerns using the Service's Safeguarding Procedure.
3. Adhere to Health & Safety and Wellbeing Legislation and Procedures and take reasonable care for the health and safety of self and others.

PANEL RESPONSIBILITIES

Background

In January 2024 the Independent Culture Review Report was published by Fenella Morris KC. This was closely followed in February 2024 by intervention from Welsh Government to replace the Fire and Rescue Authority with four Commissioners, tasked with effecting culture change as part of a specific terms of reference.

Considering the 82 recommendations made by Fenella Morris KC as well as the impact of other reports from His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS), the National Fire Chiefs Council (NFCC) and Welsh Government that called for change across the fire and rescue sector, resulted in an extensive list of issues to be addressed. This has required coordination of our approach to ensure we do not lose sight of the changes called for by the Independent Culture Review but deliver wider change effectively and efficiently.

The Commissioners and senior leadership of SWFRS are committed to making the changes necessary to create a safe, modern workplace where everyone is treated with dignity and respect, and is free from discrimination, bullying and harassment.

Responsibilities

To successfully implement the level of change and transformation required across the Service, the IAG will provide a 'critical friend' capacity, providing challenge and feedback on proposals and thinking. The group will not be a decision-making body but will have the following responsibilities:

1. Support the Commissioner's mission to ensure SWFRS is trusted to serve and protect the communities for which it serves.
2. Support the Commissioners and senior responsible owner in making the changes required to the culture of SWFRS as identified in the independent Culture Review.
3. Help quality assure and improve SWFRS's thinking and plans by providing advice on changes or new ideas.
4. Advise on the development of new strategies or ideas for SWFRS.
5. Provide assistance where expertise and resources permit.


THE APPLICATION PROCESS

Candidates should complete our shortlisting evidence form and attach an up to date CV. This should address the questions below with a response that doesn't exceed 1000 words per question (eg Maximum 2000 Words)

Question 1: Please explain why you are interested in becoming an IAG member: (Please use no more the 1000 words)

Question 2: Using the Role Profile and Person Specification please tell us what skills, experience and qualities you feel you would bring to the IAG: (Please use no more than 1000 words)

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.

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.
- 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





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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
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Recruitment Line – 01443 232200
recruitment@southwales-fire.gov.uk



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

SCAN ME

