



Gwasanaeth Tân ac Achub
Fire and Rescue Service

Deputy Health, Fitness and Wellbeing Advisor Training and Development Department

Candidate Information Pack

Contents

Welcome from Justin Evans, Assistant Chief Fire Officer	3
Who we are	4
North Wales; A Place To Live, Work And Visit	6
The Role	7
What we can offer you	8
Job Description	9
Person Specification	13
Welsh Language Skills	15
Recruitment Timeline	16
How to Apply	16



Welcome from Justin Evans, Assistant Chief Fire Officer

When people think of the Fire and Rescue Service, they often picture Firefighters responding to emergency incidents. While this remains a vital part of the Service, the work of North Wales Fire and Rescue Service extends far beyond frontline response.

Behind the scenes, a wide range of professional roles contribute to keeping communities safe, resilient, and well-served. Among these, the role of the Deputy Health, Fitness and Wellbeing Advisor is central to supporting the physical, mental, and emotional wellbeing of employees across the Service, helping to ensure that staff remain fit, healthy, resilient, and able to perform their duties safely and effectively.

This role plays a key part in promoting and developing the Service's approach to health, fitness, and wellbeing. It involves supporting the delivery of wellbeing initiatives, fitness programmes, health promotion activities, and occupational health interventions that contribute to a positive and supportive working environment. The postholder will work closely with employees, managers, Occupational Health professionals, and external providers to help embed a proactive culture of wellbeing throughout the organisation.

Responsibilities include supporting fitness testing and monitoring processes, providing advice and guidance on health and wellbeing matters, contributing to wellbeing campaigns and initiatives, and assisting with the development and implementation of policies and procedures that support employee welfare. The role also supports early intervention approaches, helping to reduce sickness absence, improve resilience, and promote both physical and psychological wellbeing across the workforce.

Working collaboratively across departments and with key stakeholders, the Deputy Health, Fitness and Wellbeing Advisor contributes to continuous improvement in the Service's wellbeing provision. By supporting staff through both routine wellbeing initiatives and more challenging periods in their professional and personal lives, the role helps strengthen organisational resilience and enhance employee support services.

As the demands placed upon Fire and Rescue Services continue to evolve, alongside increasing awareness of workplace health, mental wellbeing, and staff welfare, the importance of effective wellbeing support has never been greater. This role is instrumental in helping the Service foster a healthy, supportive, and resilient workforce capable of meeting the challenges of a modern Fire and Rescue Service.

Our core values centre on striving for excellence, serving the communities of North Wales, and treating people with respect and fairness. We are looking for individuals who share these values and are committed to making a meaningful contribution to keeping North Wales a safe place to live, work and visit.



Who we are

North Wales Fire and Rescue Service's purpose is to Prevent, Protect, and Respond. To do this we employ more than 850 staff in operational and support roles.

We help to protect an area covering around 2,400 square miles and a resident population of over 700,000 people, as well as hundreds of thousands of visitors who travel in and out of North Wales every year.

On average, we go to around 2,000 fires and 1,000 non-fire emergencies such as road traffic collisions and flooding events every year. We also attend around 2,000 emergency calls that turn out to be false alarms.

We carry out extensive fire prevention work by visiting people in their homes, attending events, engaging with children and young people, and working with partners to educate and inform local communities. We also maintain an active presence in the media, including on social media.

Another part of our work is in a fire safety enforcement role, so we visit businesses and workplaces to make sure that the people responsible for those premises are keeping their fire safety arrangements up to standard.

North Wales Fire and Rescue Service is a professional and friendly place to work. We offer a supportive culture where we work hard to uphold our core values.

You can read more about our Core Values on the next page.

For more information about the Service please visit the [North Wales Fire and Rescue Service website](#).



Our Core Values



North Wales; A Place To Live, Work And Visit

Within the region of North Wales is Conwy, Denbighshire, Flintshire, Gwynedd, Wrexham and Ynys Môn (pronounced 'un-iss morn', also known as Anglesey). Each county has something special to offer, whether you are looking for action and adventure or culture and heritage. Living and working in North Wales offers an excellent environment for anyone seeking an enhanced quality of life.

Long regarded as one of the most beautiful places in the UK, the area has much to offer. Being an area of outstanding landscape ranging from extensive sandy beaches and headlands to sheltered valleys, open moors and rugged mountains, there is something for everyone to enjoy. Tourism is a big contributor to the local economy with a wide variety of facilities across the region to attract the different visitors to the area each year, from high adrenaline zip lines, adventure parks and water sports to more relaxing walks exploring towns and countryside or visiting historical and cultural landmarks, including castles.

Whilst North Wales is close to nature and has open spaces close by, it is also well connected to the hustle and bustle of major towns and cities in the North West of England, such as Chester, Liverpool and Manchester. Rail transport links also connect the North Wales coast to major cities across the UK, with direct trains to London (in 3 – 4 hours), Birmingham and Manchester among others.

Food and drink play an important part of Welsh culture with food festivals and farmers markets taking place across the region to showcase the best food and drinks that Wales has to offer. Utilising locally sourced and seasonal produce, including freshly caught fish, tender local lamb, cheese, wine, ales and gin, there are plenty of places to eat catering to different tastes, including fine dining, gastro-pubs and bistro's as well as country pubs, tea rooms and cafés.

As per the 2021 Census, Wales has a population of just over 3.1 million, with approximately 18% of the population being Welsh speakers. The Welsh are passionate about the language, sport and culture with competitive festivals of Welsh music, poetry and art taking place annually - known as an Eisteddfod (pronounced ace-teth-vod). They are cultural festivals held through the medium of Welsh, providing a national stage for music, dance, literature, visual arts and performance. Whilst Welsh language is an important part of an Eisteddfod, the events are inclusive for all people to get involved so you don't need to be a Welsh speaker to attend and enjoy the day. People of all ages and abilities, including Welsh language learners are encouraged to participate in Eisteddfods, with the International Eisteddfod in Llangollen being held annually at the start of August, bringing together participants from all over the world to celebrate the different cultures, music and arts in one place.



The Role

At North Wales Fire and Rescue Service, every team member plays a vital role in protecting our communities and supporting the wellbeing, resilience, and operational effectiveness of our workforce. Ensuring that employees are physically fit, mentally resilient, and appropriately supported is essential to maintaining a safe, effective, and responsive Fire and Rescue Service.

To support this, we are pleased to offer an exciting opportunity for a Deputy Health, Fitness and Wellbeing Advisor. This role provides the chance to work at the heart of the organisation, contributing to the development and delivery of health, fitness, and wellbeing initiatives that support employees across the Service.

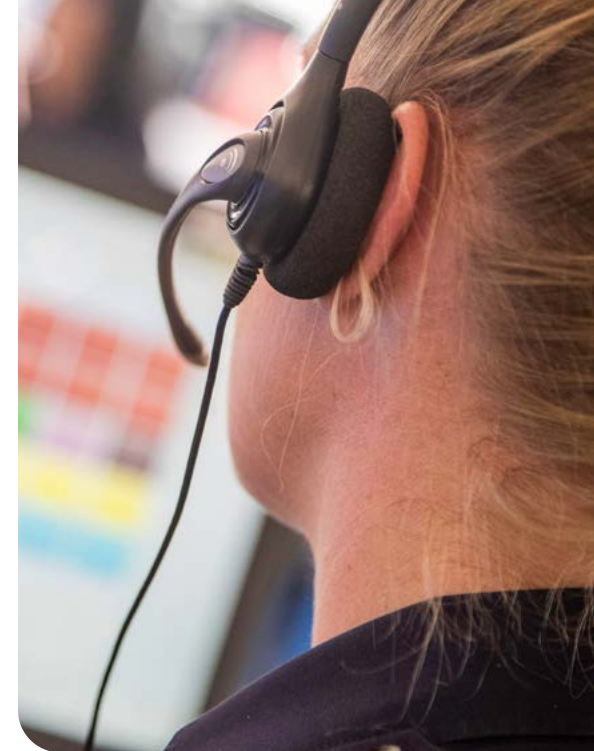
Working closely with managers, Occupational Health professionals, Fitness Advisors, Human Resources, and colleagues across departments, the postholder will play a key role in supporting the Service's approach to employee wellbeing. This includes assisting with fitness testing and monitoring processes, supporting wellbeing programmes and campaigns, promoting positive physical and mental health practices, and helping to deliver early intervention and supportive wellbeing initiatives.

The role will contribute to creating a proactive and inclusive wellbeing culture across the organisation, helping employees maintain the fitness, resilience, and wellbeing required to carry out their duties safely and effectively. The postholder will also support the development and implementation of wellbeing policies, procedures, and initiatives that align with organisational priorities and best practice.

Collaboration and communication are central to this role. You will build strong working relationships with colleagues, managers, external providers, and partner organisations, ensuring that wellbeing information, advice, and support are communicated clearly and sensitively. Your ability to engage with people in a professional, supportive, and approachable manner will be essential in helping employees access appropriate guidance and support when needed.

While strong organisational skills are important, we also value empathy, professionalism, discretion, and the ability to work collaboratively within a people-focused environment. Basic Welsh language skills are required for this role; however, if you are not already proficient, support will be provided to help you achieve Level 2 proficiency by the end of your 12-month probation period. Due to the nature of the role and the potential contact with vulnerable individuals and sensitive wellbeing matters, an Enhanced DBS check may be required.

The Health, Fitness and Wellbeing function is fundamental to how the Service supports and develops its workforce. By promoting health, resilience, and employee wellbeing, this role plays a direct part in helping North Wales Fire and Rescue Service maintain a healthy, capable, and supported workforce, enabling the Service to continue protecting lives, property, and the communities we serve.



What we can offer you

Pay

Grade 06

Base Salary: Starting at £ 31,537 per annum, rising to £ 34,434 per annum

Hours of work

This position is based on working 37 hours per week, Monday to Friday. The base location is in Rhyl with the potential to undertake some work remotely or from alternative fire service locations.

We offer a great deal of flexibility and we try as much as possible to support staff to balance their work and home life. We have an agile working policy to facilitate virtual and home working where practicable for the role, which can be discussed further during interview.

Benefits of employment

- Generous annual leave entitlement, starting at 25 days per year, plus public holidays
- Flexi-time Scheme allowing staff to work flexibly
- Free onsite parking
- Free parking when working from any of the Service's locations.
- North Wales Fire and Rescue Service uniform provided
- Access to the employer contributory Local Government Pension Scheme
- We will provide you with training, support and guidance to develop your potential
- Health, fitness and wellbeing support, including occupational health, colleague support, mental health champions, physical therapies and access to Service gyms
- A range of additional benefits such as cycle to work scheme and Corporate Membership of the Blue Light Card.

Job Description

Post Title	Deputy Health, Fitness and Wellbeing Adviser
Department	Training and Development
Reports to	Health, Fitness and Wellbeing Advisor
Location	Training and Development, Rhyl Community Fire Station

Overall Job Purpose

To assist in the delivery of fitness monitoring and education. Promoting, developing and assist with the coordinating of all aspects of health and wellbeing activities within the Service.

Principal Duties and Responsibilities

1. To provide professional and confidential advice to members of the Service in respect of health and wellbeing issues as and when appropriate, maintaining close dialogue with the relevant departments (HR, Training, Watches) to ensure appropriate support mechanisms are in place.
2. Carry out fitness monitoring of all operational personnel including: testing of aerobic capacity (i.e. using Chester Step Test, Chester Treadmill Test and drill ground assessments). Collate and interpret data and provide feedback to individuals.
3. To liaise with the Service's Occupational Health service provider on the treatment and rehabilitation of personnel.
4. Develop and deliver educational fitness advice e.g. heart rate training zones, strength training, weight loss and nutrition guidance.
5. To support the occupational health service provider and Employee Assistance Programme provider in the dissemination of health related information.
6. Development and delivery of fitness inductions/assessments for new employees.

7. Design and deliver specific, tailored, exercise programmes for body weight management and improving aerobic capacity. Analyse results of fitness programmes and produce statistical reports.
8. Assist with the designing and delivering of fitness/health promotion campaigns, presentations and material for use within the Service.
9. Support the implementation and promotion of initiatives aimed at improving physical, mental and financial wellbeing of our staff.
10. Support the coordination and monitoring of the Critical Incident Debrief Scheme.
11. Assist with the coordinating and reporting defects relating to cardiovascular exercise machines and other fitness equipment.
12. Contribute to the procurement of fitness equipment in accordance with Service policy.
13. In the absence of the Health, Fitness and Wellbeing Adviser:
 - to represent the Health, Fitness and Wellbeing team at relevant internal meetings associated with the role e.g. Health, Safety and Wellbeing meetings,
 - to take responsibility for day-to-day activities ensuring the continued delivery of health, fitness and wellbeing provisions to represent North Wales Fire and Rescue Service at relevant external meetings and seminars as required
14. Recruitment – advise potential recruits on the physical entry requirements to the Service and provide individual training plans as necessary. To participate in selection/assessments of physical fitness for new recruits.
15. Attend health/fitness/recruitment promotion events as required. Assist with the planning and implementation of Positive Action days and Health and Wellbeing Days.
16. To maintain confidential, accurate and comprehensive records in both computerised and manual formats in accordance with any legislative requirements e.g. GDPR.
17. Support the Health, Fitness and Wellbeing Adviser in reviewing and implementing policies and procedures relating to health, fitness and wellbeing.
18. Support the Health, Fitness and Wellbeing Adviser with the co-ordination and completion of service projects as and when required (i.e. Cycle to Work Scheme).
19. To undertake any other duties of a similar level and responsibility as may be required from time to time.
20. To maintain expertise and current good practice through professional development and attendance on relevant training courses as required.

Supervisory Responsibility

None

Financial Responsibility

None

Contacts Outside Own Section

Other Fire and Rescue Services, other outside agencies in connection with Occupational Health, Fitness, Health & Safety and Welfare.

Language Requirements

Level 2 (to be achieved within 12 months of appointment) – Requires that you can;

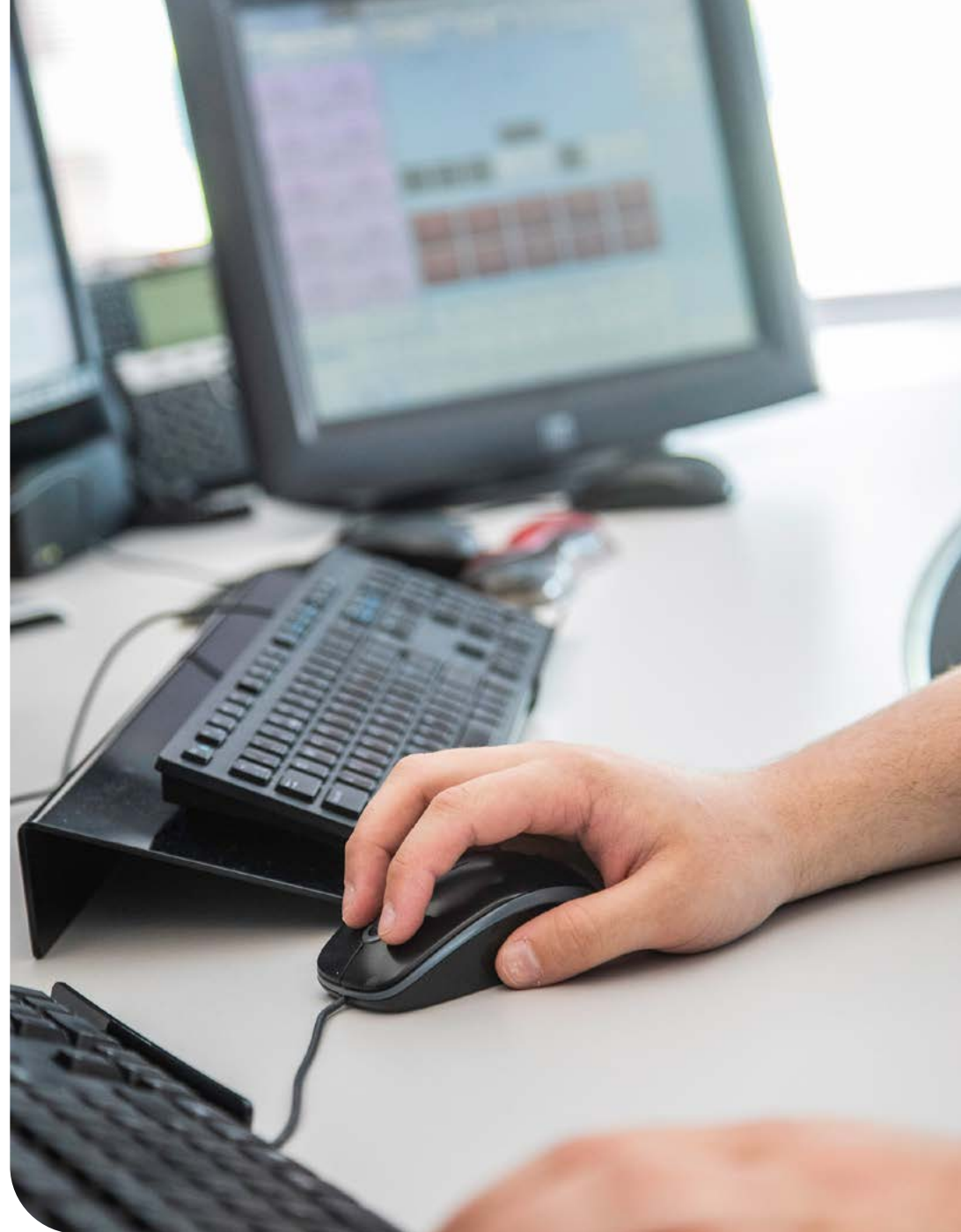
Understand the gist of conversations in work. Respond to simple job-related requests and requests for factual information. Ask simple questions and understand simple responses. Express opinions in a limited way as long as the topic is familiar. Understand instructions when simple language is used.

Employment Checks / Specific Requirements

Standard DBS

Flexible out of hours working is necessary (working at least 1-2 evenings per week). There is a basic pay enhancement of 8.5% of the annual salary for undertaking flexible out of hours working arrangements.

Working in outdoor environment when conducting Drill Ground Assessments.



Mandatory Training

Completion of relevant mandatory training (e.g. Learn Pro modules or equivalent project management training).

Driving Assessment

Other

Safeguarding is the responsibility of all staff, and everyone is expected to be vigilant and proactive in ensuring the safety and well-being of others.

Portable I.C.T. equipment i.e. Laptop

Mobile Phone

Health and Fitness Testing Equipment

Person Specification

Qualifications Knowledge & Experience

Essential

The qualities without which a post holder could not be appointed

Degree or equivalent in Sports Studies or related subject.

Up to date knowledge and awareness of matters relating to physical fitness and nutrition.

Intermediate IT skills, to include a working knowledge of Microsoft Word, Excel, Outlook, plus the ability to extract data and produce accurate, clear reports in a timely manner.

Evidence of continuous professional development

Full clean drivers licence with the requirement to travel across North Wales, and attend meetings in the UK, as and when required.

Level 2 Fitness Instructor .

Nutrition Qualification (level 3 or above)

Experience in supporting individuals to make positive lifestyle changes and improve their physical fitness and mental wellbeing.

Desirable

Extra qualities which can be used to choose between candidates who meet all the essential criteria

Mental Health First Aid

Level 3 Personal Trainer or equivalent

Exercise Referral Qualification

Award in Education and Training (level 3)

Experience of planning, implementation, evaluation of physical fitness and/or activity projects

Skills

Essential

The qualities without which a post holder could not be appointed

Ability to work within a team environment or on own initiative

Level 2 Welsh - Speaking and Listening (to be achieved within 12 months of appointment)

Desirable

Extra qualities which can be used to choose between candidates who meet all the essential criteria

Good communication skills

Other Relevant Requirements

Essential

The qualities without which a post holder could not be appointed

Will require evening working within flexible working time arrangements.

Welsh Language Skills

At North Wales Fire and Rescue Service, we believe that in the conduct of public business in Wales, the English and Welsh languages should be treated on the basis of equality.

We pride ourselves on having taken the issue of language seriously over many years. By acknowledging our moral and legal duties to protect the cultural heritage of the area and to meet the expectations of the local community, we also acknowledge the positive service benefits of conducting our public business in both languages. Saving lives and reducing risk are at the heart of our mission - the language issue is vital to its success.

The Welsh language requirement of this post is a level 2 and the required skills are set out below.

Skill Area	Welsh Language Standards Requirements
Speaking / Listening	<ul style="list-style-type: none">• Able to understand the gist of conversations in work.• Able to respond to simple job-related requests and requests for factual information.• Able to ask simple questions and understand simple responses.• Able to express opinions in a limited way as long as the topic is familiar.• Able to understand instructions when simple language is used.
Reading	<ul style="list-style-type: none">• Able to understand factual, routine information and the gist of non-routine information on familiar matters related to own job area e.g. in standard letters, leaflets

A short Welsh assessment will be undertaken at the start of employment and applicants who don't already speak Welsh to level 2 will have 12 months from appointment to the role to attain this.

We recognise that learning a language takes time and commitment and this requirement is in addition to learning a new role and the successful candidate will be supported to achieve the required level.



Recruitment Timeline

Recruitment Activity	Date
Closing date:	12:00 on 26/06/2026

How to Apply

To apply for this post, all candidates must complete our application form to be considered. The application form can be found on the [Current Vacancies](#) page of our website and completed forms should be submitted by email to recruitment@northwalesfire.gov.wales

Please do not submit your CV with the Application Form, as only the information provided within the Application Form will be used at the shortlisting stage.

When completing your application, you will need to demonstrate that you meet all of the essential criteria as detailed in the person specification. Please familiarise yourself with the job description and the person specification within this information pack so you understand the essential qualifications, skills and attributes for the role. Whether or not you are shortlisted for an interview is based on the information you provide in your application form.

It would be helpful if you could let us know in good time if you would like us to make any reasonable adjustments for you.

Make sure you submit your application before the closing date as late

applications will not be accepted.

If you have any issues accessing or completing the application form, please contact the Recruitment team: recruitment@northwalesfire.gov.wales or call 01745 535 281

Further information

If you have any questions regarding this role or would like an informal chat before applying please call Lee Bridge, Health, Fitness and Wellbeing Advisor on 07350 433 942.

We are an equal opportunity employer and welcome applications from all sections of the community. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay. Applications submitted in Welsh will be treated no less favourably than an application submitted in English.