



DISCIPLINE AND GRIEVANCE OFFICER

Human Resources and Business Support Unit - Headquarters
12 month Fixed Term Contract (with scope for permanency)
22.2 hours (3 days) per week
NWFRS Grade 9 £42,839 to £46,142 per annum (pro rata)



We are looking to appoint a Discipline and Grievance Officer to join the Human Resources and Business Support Unit based in Headquarters, St Asaph Business Park.

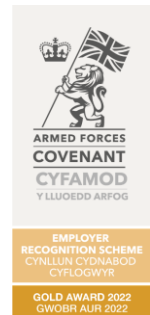


The role requires the undertaking of fair, thorough, and timely investigations on behalf of North Wales Fire and Rescue Service in line with our policies and procedures, employment legislation, and best practice. Ability to prepare clear, detailed, and impartial reports to support management in reaching consistent and well-informed decisions in disciplinary and grievance cases. Contribute to organisational learning by producing reports and presentations that highlight key themes, trends, and recommendations for relevant committees and stakeholders.



Line management of the Assistant Discipline and Grievance Officer, ensuring high standards of performance, consistency, and continuous professional development.

You will be an effective communicator with good presentation skills, experienced in interviewing with the ability to analyse detailed information. You will have up to date knowledge of relevant legislation and good practice and excellent organisational skills to manage your own workload and meet deadlines. You will need to be flexible and adaptable to change to deal with requests as they arise and have the ability to work independently using your own initiative.



Please note that this post is subject to a Standard DBS Check and satisfactory references. For further details about the role, please refer to the information pack.

To apply, please complete and submit your application pack by email to: recruitment@northwalesfire.gov.wales



**Closing date for receipt of application forms is 12.00 noon,
Monday 11 May 2026**

The closing date will be strictly adhered to and no exceptions will apply.



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.