



Gwasanaeth Tân ac Achub  
Fire and Rescue Service

# Environmental Officer

## Finance Department

### Candidate Information Pack

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# Welcome from Helen MacArthur, 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 Environmental Officer is central to ensuring that the Service meets its environmental responsibilities while supporting sustainable and compliant operations.

This role plays a key part in shaping the organisation's environmental strategy and performance. It involves monitoring and managing environmental impact, ensuring compliance with relevant legislation, and promoting best practice across the Service. By overseeing environmental policies, audits, reporting, and improvement initiatives, the postholder helps ensure that operations are environmentally responsible, efficient, and aligned with statutory and organisational requirements.

Working closely with senior leaders, operational teams, technical specialists, and external partners, the Environmental Officer supports continuous improvement across the Service. Responsibilities include reducing environmental risks, improving sustainability practices, supporting carbon reduction initiatives, and ensuring that environmental considerations are embedded into decision making and day-to-day activities.

As the demands on Fire and Rescue Services continue to evolve, alongside increasing environmental, legislative, and public expectations, the importance of strong environmental management has never been greater. This role is instrumental in helping the Service adapt, operate sustainably, and demonstrate leadership in environmental responsibility.

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](http://www.northwalesfire.gov.wales).



# 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 Mon (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 the natural environment. Effective environmental management, monitoring, and the use of high-quality data are critical in ensuring that we deliver services that are sustainable, compliant, and aligned with the needs of the people we serve.

To support this, we are pleased to offer an exciting opportunity for an Environmental Officer. This role provides the chance to work at the heart of the organisation, contributing to decision-making and helping to deliver the Service's environmental performance and sustainability agenda.

Working across the Service, the postholder will play a key role in developing, implementing, and monitoring environmental practices. This includes supporting environmental compliance, audits and inspections, and promoting best practice across Response, Protection, and Prevention functions.

This role will help ensure the Service meets its environmental obligations by supporting a robust framework for environmental management, risk reduction, and continuous improvement. The postholder will work closely with internal stakeholders, regulatory bodies, and external partners to ensure environmental standards are maintained and enhanced across all areas of the Service.

Collaboration and communication are central to this role. You will build strong relationships with colleagues, senior leaders, and external partners, ensuring that environmental information is clearly communicated and understood. Your ability to present complex information in an accessible way will be essential in supporting informed decision-making at all levels.

While strong organisational skills are crucial, we also value the ability to influence, engage, and work collaboratively. 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. A standard DBS check is also required.

Environmental responsibility is fundamental to how the Service operates and improves. By ensuring that environmental impacts are understood, risks are managed, and sustainable practices are embedded, this role plays a direct part in helping North Wales Fire and Rescue Service protect lives, property, and the environment, and continue making a meaningful difference to 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 Conwy 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

<b>Post Title</b>	Environmental Officer
<b>Department</b>	Finance
<b>Reports to</b>	Environment and Climate Change Manager
<b>Location</b>	Hybrid

## Overall Job Purpose

The Environmental Officer will support in delivering the Service's environmental objectives.

The role will focus on management of key utility accounts, the effective collection, interpretation and management of environmental data, administration of the Environmental Management System, and support for key environmental projects and compliance initiatives, including carbon accounting.

## Principal Duties and Responsibilities

1. Management of electricity, gas, LPG and water metering and supplier accounts.
2. Management of waste contracts, liaising with building managers and waste contractors to resolve issues as they arise.
3. Management of grounds maintenance contracts, including implementation and maintenance of biodiversity enhancement schemes.
4. Management of non-domestic rates, arranging estate valuations and overseeing valuation appeals

5. Tracking and reporting energy consumption and renewable energy generation, identifying trends and highlighting any areas of concern.
6. Arranging legionella testing of water supplies, interpreting and taking any appropriate action based on findings
7. Managing regular testing and maintenance of drainage interceptors around the estate.
8. Working with the Health & Safety team to maintain the COSHH register.
9. Managing records of End-of-Life Vehicles used for rescue training.
10. Maintaining Hazardous Waste registrations for Service premises.
11. Regular inspections of Service premises in accordance with our Environmental Management System.
12. Carrying out regular ecological surveys of the Service estate and reporting on results
13. Ensuring compliance with environmental permits on certain sites, including Great Crested Newt habitat monitoring and management
14. Carrying out environmental monitoring as required (air quality/noise/light/vibration) using specialised equipment and interpreting/reporting results.
15. Support the development and updating of multi-agency environmental incident response plans.
16. Analyse existing climate change and environmental legislation, regulations, policies and practices and to make recommendations to internal governance meetings.
17. Support the facilitation of various meetings chaired by the Environment and Climate Change Manager, with both internal and external attendees.
18. Develop positive working relationships with stakeholders, including senior managers, project teams and employees.
19. Gathering relevant data from other departments as required to assist the Environment and Climate Change Manager in preparing annual carbon accounting. This will involve handling complex and sensitive information from various departments and using own judgement to select/reject conflicting information from different sources.
20. Assisting with ensuring the Service's compliance with the North Wales Healthy Travel Charter.

21. Attending internal and external meetings on behalf of the Environment and Climate Change Manager as required, including travel within the Service area. This will include attending and supporting programme or project boards, groups, project assurance and quality review meetings as required.
22. Provide ad-hoc support on Environmental team projects as required.

## **Supervisory Responsibility**

None, but you will be expected to lead on individual projects and delegate responsibilities to colleagues in order to manage workload.

## **Financial Responsibility**

None.

## **Contacts Outside Own Section**

- Regular contact with other departments and personnel throughout the Service.
- Contact with external project stakeholders including contractors, suppliers and statutory bodies.

## **Language Requirements**

Level 2 (to be achieved within probation period) – 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

## **Mandatory Training**

None

## **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.

Mainly office based but with requirement to attend service locations or sites. This may involve working outside for extended periods in unpleasant conditions.

# Person Specification

## Qualifications Knowledge & Experience

### Essential

The qualities without which a post holder could not be appointed

Recognised Level 6 (Bachelors degree) or higher qualification in Environmental Science or similar subject.

Membership (in good standing) of the IES, ISEP or other relevant professional body.

Demonstrable experience in collecting, interpreting and reporting on environmental data.

### Desirable

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

Experience in managing compliance with an environmental permit.

Experience carrying out ecological surveys.

Experience in dealing with project stakeholders.

Previous experience administering an Environmental Management System under ISO 14001:2015

## Skills & Abilities

### Essential

The qualities without which a post holder could not be appointed

Able to use Microsoft Office software (Word, Excel, Outlook etc.) proficiently.

Able to communicate confidently with project stakeholders at all levels.

Excellent literacy and numeracy skills, with strong attention to detail and the ability to produce high quality documentation for reporting.

Excellent analytical and problem-solving skills & ability to prioritise workload.

Act on own initiative, often working independently, being proactive and willing to work under limited supervision to achieve objectives.

To possess and maintain a current full UK driving license and ability to travel.

**Desirable**

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

Experience working with established Project Management methodologies (PRINCE2, Agile, Lean Six Sigma etc.)

Welsh language skills (or willingness to learn) to communicate effectively with service users in North Wales.

Experience managing COSHH records.

# Welsh Language Skills

## Level 2

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

#### Speaking / Listening

### Welsh Language Standards Requirements

- 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

- 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.



# How to Apply

**Closing date** 12:00 on 13/07/2026

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](mailto: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](mailto: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 contact the Head of ICT via [recruitment@northwalesfire.gov.wales](mailto:recruitment@northwalesfire.gov.wales).

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.