



# Information Governance Apprentice

Based at Service Headquarters, St. Asaph

Permanent, 37 hours per week

Development - Grade 03 £26,403 to £27,254

Competent – Grade 05 £29,064 to £31,022



Are you interested in a career in data protection and information governance? Do you have a grade C (or the equivalent) in English and Maths, good IT literacy and an eagerness to learn?

North Wales Fire and Rescue Service is seeking an enthusiastic and proactive individual to join our team as an Information Governance Apprentice. This is a fantastic opportunity to gain hands-on experience while studying towards a City & Guilds Level 3 Diploma in Business Administration, delivered in partnership with a local college.

As an apprentice, you will work closely with the Data Protection Officer (DPO), supporting the organisation's compliance with data protection, GDPR, and Freedom of Information requirements. You will assist with maintaining information registers, preparing responses to Freedom of Information and Subject Access Requests, supporting the development of policies and procedures, and helping to deliver training on information governance topics. You'll also gain experience liaising with external agencies such as the Information Commissioner's Office and supporting departments across the Service.

This development role is designed to provide you with the skills and knowledge needed to progress to the position of Information Governance Assistant upon successful completion of your apprenticeship and demonstration of competence. At the end of the apprenticeship, there will be an opportunity to apply for a permanent position within the team.

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](mailto:recruitment@northwalesfire.gov.wales)

**Closing date for receipt of application forms is 12.00 noon,  
02.03.2026**

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

