



Gwasanaeth Tân ac Achub
Fire and Rescue Service

Estate and Facilities Lead

Facilities Department

Candidate Information Pack

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Welcome from Justin Evans, Assistant Chief Fire Officer

When people think of the Fire and Rescue Service, they tend to think of Firefighters responding to emergency calls, and although this is a reality, the roles and responsibilities within North Wales Fire and Rescue Service go far beyond these traditional images.

In addition to Firefighters, the Service employs people in a variety of diverse and challenging roles, and the vital work carried out behind the scenes is just as crucial in helping to make North Wales a safer place to live, work and visit.

Our estate and facilities are critical to how North Wales Fire and Rescue Service supports the delivery of its daily activities; whether it's ensuring our buildings, stations and workplaces are safe, compliant and fit for purpose, supporting operational readiness across the Service, or helping colleagues and visitors access well-maintained environments, estates and facilities touch every part of our Service.

Our core values are about striving for excellence, serving the communities of North Wales and treating people well. We want people with the same values to join our team to help us continue to provide safe, effective and sustainable facilities that support North Wales Fire and Rescue Service in making North Wales a safer 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, everyone contributes to protecting our communities and the natural environment. Our estate and facilities are a critical component in supporting the delivery of our daily activities.

As the Estate and Facilities Lead, you will be responsible for establishing and managing an in-house Estate and Facilities Management function following transition away from SLA with North Wales Police (NWP) terminating March 2027, including recruitment, service design, and performance management.

You will also act as the lead professional for facilities and asset management, providing specialist advice and ensuring compliance with all statutory and regulatory requirements, while contributing to organisational efficiency, sustainability, and long-term asset strategy.

The role will also lead the operational development and continuous improvement of the Authority's Enterprise Asset Management (EAM) system (TechnologyOne), ensuring accurate asset data, effective lifecycle planning, and integration with financial and capital planning processes.

Principal duties and responsibilities will include:

- Lead the development and delivery of a comprehensive estates and asset management function, transitioning services from NWP to an effective in-house operating model.
- Act as the Authority's lead professional advisor on estates, facilities, and asset management matters to senior leadership and committees.
- Develop and implement asset management plans aligned to strategic priorities. Oversee the delivery of capital projects and planned maintenance schemes, including lifecycle planning aligned to operational and financial priorities.
- Manage delegated revenue budgets and support capital investment planning, ensuring effective financial control, forecasting and delivery of efficiencies.
- Oversee delivery of planned, reactive and cyclical maintenance programmes, ensuring assets are safe, compliant and fit for purpose.
- Support the delivery of capital projects and estate improvements, providing technical input to business cases, design and delivery.
- Lead statutory compliance across the estate, ensuring adherence to all relevant legislation (e.g. fire safety, asbestos, water hygiene, M&E compliance) and audit requirements.

- Establish and maintain robust compliance, inspection and assurance systems, including accurate records, certification and audit trails.
- Lead the development and optimisation of the TechnologyOne Enterprise Asset Management (EAM) system, ensuring it supports maintenance planning, compliance and financial reporting.
- Ensure the integrity, completeness and usability of asset data, supporting long-term investment decisions and operational delivery.
- Lead the procurement, management and performance of contracts for facilities, maintenance and compliance services, ensuring value for money and service quality.
- Develop and embed performance management frameworks for estates and facilities services, including KPIs, reporting and continuous improvement.
- Manage an in-house Facilities Management team and Environmental team, including performance, development, wellbeing and workforce planning.
- Develop and implement policies, procedures and standards for estates and facilities management aligned to governance and positive practice.
- Drive continuous improvement, sustainability and asset optimisation, including contributing to carbon reduction and efficient use of the estate.

This post is subject to a Standard DBS check and satisfactory references.

What we can offer you

Pay

Grade 12

Salary: Starting at £55,522 to £58,673 per annum.

Hours of work

This position is based on working 37 hours per week, Monday to Friday.

Location of work

The base location of the team is to be confirmed; however the nature of the role means you will be required to work at different fire service locations, therefore travel to other locations within the Service area will be required. A full current UK driving licence is essential for this role.

We also 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
- Free on-site parking at all Service locations
- Flexi-time Scheme allowing staff to work flexibly
- 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 access to discounts from hundreds of retailers, leisure and service providers through a Corporate Blue Light Card.

Job Description

Post Title	Estate & Facilities Lead	Post Ref	A2181
Department	Facilities Department	Date	April 2026
Reports to	Area Manager	Salary Grade	Grade 12
Location	To be confirmed	Hours per week	37

Overall Job Purpose

To lead the development and delivery of estates, facilities and asset management services across the Authority's property portfolio, ensuring all assets are safe, legally compliant, operationally effective, and represent value for money.

The postholder will be responsible for establishing and managing an in-house Estate and Facilities Management function following transition away from SLA with North Wales Police (NWP) terminating March 2027, including recruitment, service design, and performance management.

The postholder will act as the lead professional for facilities and asset management, providing specialist advice and ensuring compliance with all statutory and regulatory requirements, while contributing to organisational efficiency, sustainability, and long-term asset strategy.

The role will also lead the operational development and continuous improvement of the Authority's Enterprise Asset Management (EAM) system (TechnologyOne), ensuring accurate asset data, effective lifecycle planning, and integration with financial and capital planning processes.

Principal Duties and Responsibilities

1. Lead the development and delivery of a comprehensive estates and asset management function, transitioning services from NWP to an effective in-house operating model.
2. Act as the Authority's lead professional advisor on estates, facilities, and asset management matters to senior leadership and committees.

3. Develop and implement asset management plans aligned to strategic priorities. Oversee the delivery of capital projects and planned maintenance schemes, including lifecycle planning aligned to operational and financial priorities.
4. Manage delegated revenue budgets and support capital investment planning, ensuring effective financial control, forecasting and delivery of efficiencies.
5. Oversee delivery of planned, reactive and cyclical maintenance programmes, ensuring assets are safe, compliant and fit for purpose.
6. Support the delivery of capital projects and estate improvements, providing technical input to business cases, design and delivery.
7. Lead statutory compliance across the estate, ensuring adherence to all relevant legislation (e.g. fire safety, asbestos, water hygiene, M&E compliance) and audit requirements.
8. Establish and maintain robust compliance, inspection and assurance systems, including accurate records, certification and audit trails.
9. Lead the development and optimisation of the TechnologyOne Enterprise Asset Management (EAM) system, ensuring it supports maintenance planning, compliance and financial reporting.
10. Ensure the integrity, completeness and usability of asset data, supporting long-term investment decisions and operational delivery.
11. Lead the procurement, management and performance of contracts for facilities, maintenance and compliance services, ensuring value for money and service quality.
12. Develop and embed performance management frameworks for estates and facilities services, including KPIs, reporting and continuous improvement.
13. Manage an in-house Facilities Management team and Environmental team, including performance, development, wellbeing and workforce planning.
14. Develop and implement policies, procedures and standards for estates and facilities management aligned to governance and positive practice.
15. Drive continuous improvement, sustainability and asset optimisation, including contributing to carbon reduction and efficient use of the estate.

Supervisory Responsibility

Line management and leadership of estates, facilities, environmental, and maintenance staff.

Responsibility for recruitment, performance management, training and development.

Oversight and coordination of contractors, consultants and service providers.

Allocation and prioritisation of work programmes across internal and external resources.

Financial Responsibility

Responsibility for managing delegated budgets for estates, maintenance and facilities services.

Monitoring, forecasting and control of expenditure in line with approved budgets.

Approval of works orders, contractor payments and service expenditure within delegated limits.

Contribution to capital programme development, including asset lifecycle and investment planning.

Contacts Outside Own Section

Contractors, consultants and specialist service providers.

Regulatory and statutory bodies in relation to compliance and inspections.

Other Fire & Rescue Services, Police and Welsh Government.

Professional advisors (surveyors, engineers, auditors, legal services).

Internal stakeholders across all departments to ensure service alignment.

Language Requirements

Level 2 Welsh

The ability to communicate in Welsh - Level 2 - 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. Enhanced security clearance may be required for some roles; where required, this will be stated in the appendix for the specific role.

Working Conditions

Agile Working as agreed with Line Manager, dependent on the needs of the department and the Service.

Person Specification

Qualifications Knowledge & Experience

Essential

The qualities without which a post holder could not be appointed

Degree in a relevant discipline (e.g. Building Surveying, Facilities Management, Building Services Engineering)

Membership of a relevant professional body (e.g. RICS, CIOB, IWFM, CIBSE)

Strong working knowledge of estates, facilities management and asset lifecycle planning in a multi-site environment.

Knowledge of statutory compliance requirements (e.g. fire safety, asbestos, water hygiene, M&E compliance, Health and Safety legislation).

Proficient in IT systems, including Microsoft Office and asset/CAFM/EAM systems.

Experience of delivering planned and reactive maintenance across a diverse property portfolio.

Experience of managing statutory compliance and associated risks.

Proven experience of managing contractors and service providers.

Experience of managing budgets and delivering value for money.

Experience of implementing or using asset management systems and managing asset data.

Experience of leading and managing staff.

Strong communication and interpersonal skills, including report writing.

Ability to analyse information, prioritise workload and make sound decisions.

Ability to work independently and use initiative.

Ability to travel across North Wales; full UK driving licence.

Desirable

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

Asbestos awareness qualification

Health and Safety qualification

Experience of mechanical and/or electrical building systems

Understanding of contract management, procurement and contractor control.

Significant experience in a senior estates, facilities or asset management role at management level.

Willingness to participate in an out-of-hours rota and attend emergency call-outs.

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	• 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.



Recruitment Timeline

Recruitment Activity	Date
Closing date:	12:00 on 6th August 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 contact Elgan Roberts, Head of Finance and Procurement, on 01745 535 259 or via email on elgan.w.roberts@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.