



Gwasanaeth Tân ac Achub
Fire and Rescue Service

Compliance Officer

Fire Safety Team

Candidate Information Pack

ATAL AMDDIFFYN YMATEB
PREVENTING PROTECTING RESPONDING

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www.northwalesfire.gov.wales

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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.

We understand the value of preventing incidents from happening in the first place and our Fire Safety teams do a huge amount of work to protect the people and properties of North Wales by reducing the incidence and effects of fire.

Our community safety teams conduct safe and well checks in homes throughout the community, ensuring vulnerable members of our communities are given advice and support to keep safe, whilst our Business fire safety teams undertake fire safety audits at businesses and non-domestic properties across the area. But, both teams are working for the same purpose of keeping people safe.

Our Fire Safety teams are passionate about safety and are proactive in providing information, publicity and encouragement to prevent fires and associated deaths and injuries in homes and at workplaces.

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 make 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.

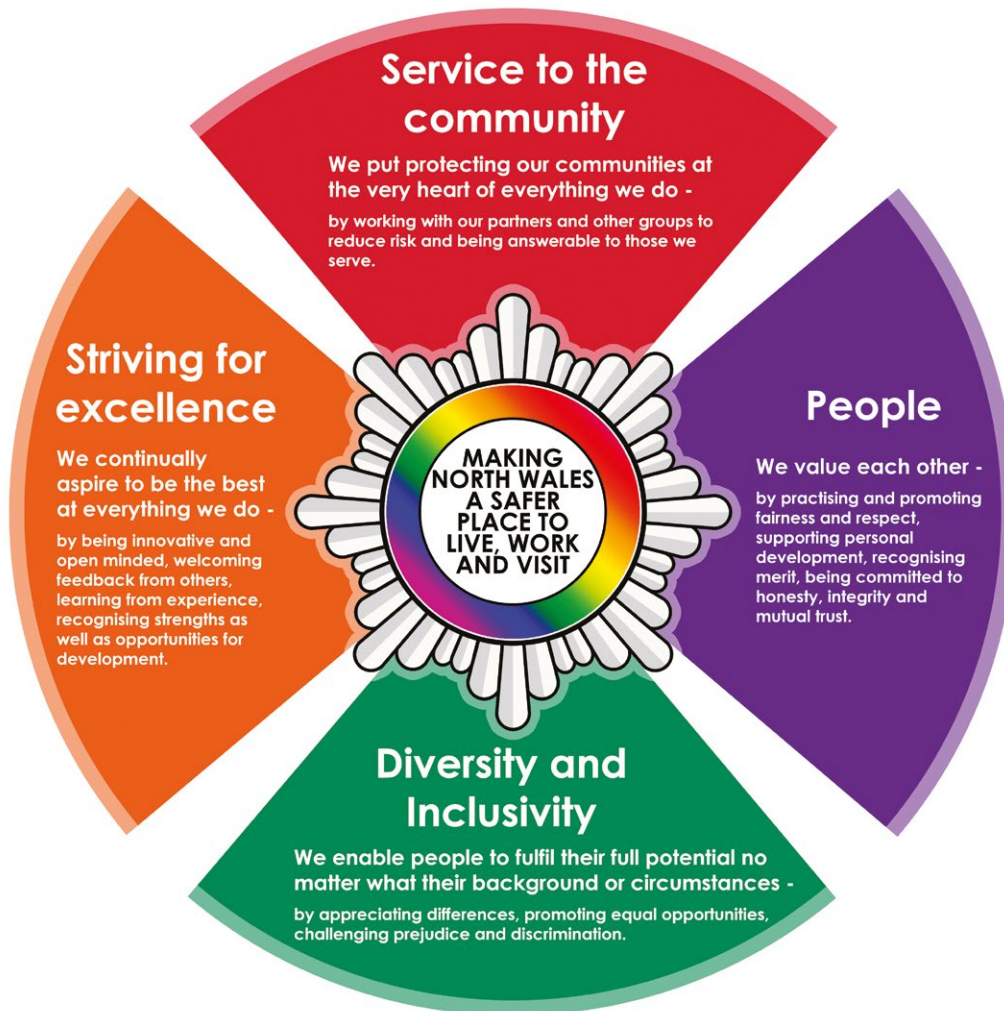
North Wales Fire and Rescue Service is a professional and friendly place to work. We offer a supportive culture where we work hard to uphold our core values.

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 everyone contributes in one way or another to helping to protect our communities and the natural environment. As a Compliance Officer, you will be part of the Fire Safety team, using your specialist knowledge to help ensure we keep our communities safe.

Reporting to the Compliance Manager, you will be responsible for carrying out a range of audits and inspections of premises falling under the Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) and other relevant legislation. As a Compliance Officer, you will complete all necessary reports, legal notices, recordings and administration to improve fire safety compliance.

You will be expected to undertake such technical and process development that may be specified in order to become competent to conduct inspections and audits and all other associated tasks.

As a Compliance Officer, you will carry out fire risk assessments of North Wales Fire and Rescue premises and liaise with other departments across the Service to facilitate legal compliance with RR(FS)O.

This role also requires liaising and consulting with the Local Authority and other appointed persons and bodies for the purpose of improving fire safety compliance as well as the investigation of complaints and / or offences that are contrary to fire safety legislation and assist in any resulting investigations.

As your career develops, you will also be expected to assist in the mentoring of Compliance Officers who are new to the department.



What we can offer you

Pay

Grade NWFRS 05

Salary: Starting at £29,064 rising to £31,022

Hours of work

This position is based on working 37 hours per week on a Monday to Friday basis but 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 recently introduced an agile working policy to facilitate virtual and home working where feasible.

Benefits of employment

- Generous annual leave entitlement, starting at 25 days per year, plus public holidays
- 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.

Job Description

Post Title	Compliance Officer
Department	Fire Safety Department
Reports to	Compliance Manager
Location	Various

Overall Job Purpose

To deliver and enforce Business Fire Safety, to a level determined by the post-holder's competence and grade, in a defined area within the North Wales Fire and Rescue Service's geographical boundaries.

Principal Duties and Responsibilities

1. To carry out a range of audits and inspections of premises falling under the Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) and other relevant legislation to the level required of a Compliance Officer.
2. Complete all necessary reports, legal notices, IT recording and administration in relation to point 1 above.
3. To undertake such technical and process development that may be specified in order to become competent to conduct inspections and audits outlined in point 1 above and, all other associated tasks. This will include the requirement to successfully complete the Level 4 Certificate in Fire Safety (Fire Auditors) and the NEBOSH National Certificate in Fire Safety and Risk Management.
4. Liaise and consult with Local Authority and other appointed persons and bodies for the purposes of improving fire safety compliance.
5. Provide accurate and clear advice and sources of information to the Responsible Person and members of the public under The RR(FS)O in line with the requirements of the Regulator's Code so as to avoid imposing unnecessary regulatory burdens and assessing whether a safe outcome can be achieved with the least burdensome means.

6. Prioritise and manage workload ensuring deadlines are met.
7. To report to, and take direction from, the Area's Compliance Manager and/or any person nominated as the Compliance Officer's mentor.
8. Participate in Business Fire Safety performance management meetings and audits.
9. To attend hearings and Magistrates & Crown Court in pursuance of cases relating to Service enforcement and legal action under The RR(FS)O and other associated legislation.
10. To seek guidance on any Business Fire Safety matter with which he/she is required to deal with that falls outside or beyond his/her current competence.
11. To attend any other courses and development that the Compliance Officer may be nominated for to enhance his/her general competence.
12. To assist in the mentoring of Compliance Officers new to the department.
13. To investigate complaints/offences contrary to fire safety legislation and to assist in any resulting investigatory process.
14. To carry out fire risk assessments of NWFRS premises and liaise with other departments to facilitate legal compliance with the RR(FS)O.
15. To comply with the Service's regulations and conduct him/herself in a manner consistent with the Service's objectives and core values when dealing with colleagues, other regulatory bodies and clients.

Supervisory Responsibility

None

Financial Responsibility

None

Contacts Outside Own Section

The compliance officer will be expected to liaise regularly with other regulatory authority including the local authority, Natural Resources Wales, CIW, NHS Wales and HSE as appropriate.

Language Requirements

The ability to communicate in Welsh – Level 4 – speak and listen – it is required that you are able to;

Hold a relaxed extended conversation about work or give a presentation with a good level of ease and variety of expression but it may be necessary to turn to another language to answer questions not expected or to explain complex points or technical knowledge. Contribute effectively to meetings and seminars in your field of work.

Specific Requirements

Standard DBS.

Mandatory Training

The post holder will be required to successfully completed the compliance officer development programme which will include successful completion of;

NEBOSH fire risk management course and the Level 4 Certificate in Fire Safety.

Other

County Office based with the requirement to undertake audits and inspections at a wide variety of public and commercial premises; this will involve working in and outdoors. Some unsocial hours to carry out the above when required

Person Specification

Qualifications Knowledge & Experience

Essential

The qualities without which a post holder could not be appointed

Successful completion of (or the ability to successfully complete within the probation period) an industry recognised Fire Safety training programme, qualification or course.

Understand and apply principles of Fire related Health & Safety legislation

Awareness of national and local Fire & Rescue Service core activities and functions

A good standard of information technology skills

Desirable

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

Previous knowledge of / or experience in Business Fire Safety

Membership of a professional fire related institution or body

Experience of dealing with professional bodies, organisations and local authority departments

Skills & Abilities

Essential

The qualities without which a post holder could not be appointed

A full and current driving license

The ability to interpret physical and written information and apply professional judgement based on training, knowledge and experience

The role requires applicants to have a proactive self -motivated approach, who can work as part as a team and on their own initiative

The ability to build effective working relationships with internal and external individuals and groups

The ability to prioritise work and meet deadlines and respond positively under pressure

Willingness to attend hearing's and court as part of Service enforcement and legal action

Committed to work flexibly within conditions of service when required

Satisfactory DBS (Basic)

Desirable

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

Welsh Level 4 – Speaking and Listening – Requires that you can; Keep up an extended casual work-related conversation or give a presentation with a good degree of fluency and range of expression but may need to revert to another language to answer unpredictable questions or explain complex points or technical information. Contribute effectively to meetings and seminars within own area of work. Argue for/against a case.

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.

Ideally you will have the ability to communicate confidently and fluently in Welsh, but we will consider applications from individuals who are committed to improve their Welsh language skills. As a public service we require staff to have a minimum of level 2 Welsh speaking skills. If you do not already have these skills, as set out below, we would support you to achieve this within 12 months of starting the role.

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
Writing	<ul style="list-style-type: none">• Write short simple notes/letters/messages on a limited range of predictable topics related to personal experiences or own job area

The Welsh language requirement of this post is a level 4 and the required skills are set out below. It is expected that you will achieve this within an agreed timescale, and we will support you to achieve this.

Skill Area	Welsh Language Standards Requirements
Speaking / Listening	<ul style="list-style-type: none">• Able to keep up an extended casual work related conversation or give a presentation with a good degree of fluency and range of expression but may need to revert to another language to answer unpredictable questions or explain complex points or technical information.• Able to contribute effectively to meetings and seminars within own area of work.• Able to argue for/against a case
Reading	<ul style="list-style-type: none">• Able to read and understand information fairly quickly as long as no unusual vocabulary is used and no particularly complex or technical information is involved
Writing	<ul style="list-style-type: none">• Able to prepare formal letters of many familiar types such as enquiry, complaint, request and application.• Able to take reasonably accurate notes in meetings or straightforward dictation.• Able to write a report / document relating to own job area

How to Apply

The application form can be found on the [Current Vacancies](#) page of our website.

Completed application forms should be submitted by email to hrdesk@northwalesfire.gov.wales or contact the recruitment team on 01745 535 281 for further information.

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.

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.

When completing your application, please familiarise yourself with the Job Description and the Person Specification within the recruitment information pack so you understand the role and what the essential qualifications, skills and attributes for the role are. Whether or not you are shortlisted for an interview is based on the information you provide in your application form.

Make sure you submit your application before the closing date as late applications will not be accepted.

Further information

If you have any questions regarding this role or would like an informal chat before applying please call Steven Roberts on 07920 455517.