



Business Support Administrator – Fire Safety

Fire Safety Office – Conwy Area Office / Agile Working

Permanent, 14.8 hours per week

NWFRS Grade 04 £11,443 - £11,816 per annum

(£28,608 to £29,542 per annum, pro rata, full time equivalent)

Providing administrative support to both the Community and Business Fire Safety teams within the Conwy and Denbighshire area, you will be the first point of contact for verbal and written enquiries to the department. This includes receiving confidential referrals from members of the public, partner agencies or external organisations and accurately inputting the information into the records management system. You will be responsible for arranging internal and external meetings, note taking and preparing agendas and meeting notes. General administrative duties will include typing letters and reports, producing statistics from the record management systems, filing and supporting the teams as necessary.

You will be an effective communicator with good customer service skills, experienced in arranging and supporting meetings and have a willingness to help others. With good 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.

As a bilingual organisation, the ability to communicate confidently and fluently in Welsh (Level 4) is essential for this post.

The team are located in Colwyn Bay but the role will also provide regular support to our other Fire Safety team and therefore some travel to these other Fire Safety offices within the Service area may be required.

Please note that this post is subject to pre-employment checks including a DBS Check, Drug and Alcohol test and satisfactory references. If a positive disclosure (spent or unspent) is received on the DBS, a risk based approach on managing the information will be adopted by the Service and a reasonable and proportionate decision is then made regarding the current or prospective employee. Further information can be found [here](#).

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 form is 12.00 noon,
16/10/2026 with interviews expected to take place week
commencing 26/10/2026**

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

