



Gwasanaeth Tân ac Achub
Fire and Rescue Service



Fleet and Engineering Department **Deputy Head of Fleet and Engineering** Candidate Information Pack



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.

Saving lives and reducing risk are at the heart of our mission as a Fire and Rescue Service – and our Fleet and Engineering department is vital to our success by providing a crucial support to the Service, by ensuring all our fire appliances, vehicles and equipment is maintained safely and ready to use when needed by our frontline crews to respond.

Our Fleet and Engineering department are a critical component in how we deliver our daily activities. By providing the physical resources and equipment, the Fleet and Engineering team enable our staff to undertake their role of making North Wales a safe place to live, work and visit by ensuring the appliances and equipment are fit for purpose and safe to use. The role of the Fleet team in a frontline emergency service is challenging, varied and exciting and involves many diverse tasks and responsibilities, to ensure that the Service can continue to protect the communities we serve.

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. Providing the appropriate equipment and vehicles for our staff to undertake their duties is vital to enable us to provide an effective emergency and proactive service.

The Fleet and Engineering Department are based at our Fleet workshops in Llandudno Junction, but provide a mechanical and engineering support service to all our fire stations across North Wales. The departments primary responsibilities are for the design, purchase, maintenance and repair of the Service's fleet of 131 emergency response vehicles and 158 support vehicles as well as the associated equipment required by a fire and rescue service, such as ladders, plant and rescue equipment totalling 2145 assets.

This key role will assist the Head of Fleet & Engineering in a wide range of Fleet & Engineering Management activities, policy development and deputise where appropriate / when required. We are looking for a committed, passionate person to create and develop an engaged and highly motivated team by providing positive, inspirational, and highly visible leadership.

You will oversee the management of Light vehicle and Flexi Duty System vehicle procurement, support Head of Department in future budget setting, plan within present budget parameters, setting out vehicle evaluations, identifying vehicle types for consideration, liaise with vehicle builders in fitment of safety and enhanced vehicle systems such as CCTV and interior equipment.

Supporting the Head of Fleet & engineering in supervisory responsibility for the Fleet & Engineering Technical Supervisors, ensuring compliance with Fleet & Engineering Supervisory procedures at all times. This includes absence management, identifying training needs of staff, promoting in house training and knowledge sharing and liaising with the Head of Fleet & Engineering to ensure these needs are met.

The postholder will have overall responsibility for the Fleet Departments productivity levels, including downtime figures, risk assessments and performance indicators and implementing any identified improvements. Ensure staff conduct/performance is maintained to the level required by the Service and the Head of Fleet & Engineering, and any failure to achieve the required level is managed correctly through liaison with the Fleet & Engineering Technical Supervisors.

The successful candidate will be a good communicator, with previous experience of managing staff. You will have previous experience in a workshop environment/management (minimum 2 year supervisory) and have experience of Budgetary control.

What we can offer you

Pay

Grade 10

Base Salary: Starting at £47,181 per annum, rising to £50,269 per annum, subject to annual increments.

Hours of work

This position is based on working 37 hours per week, Monday to Friday. Fixed hours Monday - Thursday 8am-4pm Friday 8am-3.30pm

Location of work

The base location of the team is within the Fleet and Engineering Department based in Llandudno Junction. There will also be a requirement to attend different fire service locations and sites, therefore travel in a Service vehicle to other Service locations may be required.

Benefits of employment

- Generous annual leave entitlement, starting at 25 days per year, plus public holidays
- 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	Deputy Head of Fleet & Engineering
Department	Fleet
Reports to	Head of Fleet & Engineering

Overall Job Purpose

To Assist the Head of Fleet & Engineering in a wide range of Fleet & Engineering Management activities, policy development and deputise where appropriate / when required.

Principal Duties and Responsibilities

1. Oversee the management of Light vehicle and Flexi Duty System vehicle procurement, support Head of Department in future budget setting, plan within present budget parameters, setting out vehicle evaluations, identifying vehicle types for consideration, liaise with vehicle builders in fitment of safety and enhanced vehicle systems such as CCTV and interior equipment.
2. Develop and maintain asset management policies to ensure that systems are in place in order to maintain a database to the safety testing, maintenance records and manufacturers recommended tests for Service assets.
3. Supervisory responsibility for the Fleet & Engineering Technical Supervisors, ensuring compliance with Fleet & Engineering Supervisory procedures at all times. This includes absence management, identifying training needs of staff, promoting in house training and knowledge sharing and liaising with the Head of Fleet & Engineering to ensure these needs are met.
4. To support, identify and promote Service security standards and engage with stakeholders to ensure that effective security is maintained at all times in relation to vehicles, staff, contractors and visitors.
5. Liaise with the Health and Safety Department and ensure that any identified improvements or legislation changes are implemented as soon as possible. Ensure that the Health and Safety Department is notified of any areas of concern or review required in relation to Fleet vehicles and agree action plan to address.
6. Responsible for overseeing systems for the safety of staff, contractors and visitors.
7. Maintain overall responsibility of the off-site Quality Assurance inspections in vehicle and asset condition, quality in defect recording, standards of condition of assets, vehicles and equipment and action any improvements. Oversee independent QA inspections, reporting and briefing the Head of Fleet & Engineering and submitting KPI reports on findings.
8. Assist the Health and Safety Department in relation to accident investigation or investigate component failure and report to the Head of Fleet & Engineering, together with any conclusions and recommendations.
9. The postholder will have overall responsibility for the Fleet Departments productivity levels, including downtime figures, risk assessments and performance indicators and implementing any identified improvements. Ensure staff conduct/performance is maintained to the level required by the Service and the Head of Fleet & Engineering, and any failure to achieve the required level is managed correctly through liaison with the Fleet & Engineering Technical Supervisors.

10. Ensure an effective system in place for the management of waste products in accordance with environmental regulations. Continue to develop system for improvement through reduction of waste output.
11. Design and construct an effective system for monitoring workshop energy/resource consumption and actively pursue methods of reduction in order to achieve cost
12. effectiveness and environmental impact reduction for example, Net Zero.
13. Following procedures to dispose of obsolete FRS vehicles and equipment, attend authorised treatment facilities to witness and record vehicle recycling and continue to develop system to satisfy, safety, audit, environmental duty of care and security requirement. Liaising with the Finance department to ensure all monies received are recorded in accordance with FRA's standing orders.
14. Lease and owned car insurance management. Oversee administration and ensure effective repair system in place. Engage with insurance provider and their nominated inspectors. Direct and oversee engineers as regards insurance claims and aspects of repair.
15. To assist the Health and Safety Department access CCTV and recorded data information both after an incident and in QA sampling. Manage requests for information to support incident investigations within the data protection and Information commissioners' expectations.
16. Provide support and advice to contract hire desk in relation to officer lease car communications, auditable and visual warning equipment installation and maintenance. Ensure that a robust system is in place for the management of contract hire renewals and returns.
17. Responsible for providing advice and guidance to Fleet & Engineering staff in relation to breakdowns of Service vehicles, where required.
18. Liaise with external contractors and determine their capabilities to carry out work as regards cost effectiveness/quality of work.
19. Overall responsibility of job records and ensuring that the fleet management computerised system is 'Live', maintained and updated. Liaise with Department staff and IT department to improve and develop fleet management system where required.
20. Overall responsibility for ensuring that an effective maintenance schedule is in place where vehicles and equipment are scheduled to the correct frequency to maintain compliance with statutory regulations.
21. Ensure effective system in place and to oversee the system of compliance to Vehicle excise duty.
22. Monitor and oversee daily defects from Control and to allocate work in accordance with work levels, repair category and urgency in the absence of the Workshop Supervisors.
23. Liaise with Finance as regards invoice queries, confirmation of goods and services received/requisition and obtaining cheques for goods and services, signing order copies, authorise stores stock issues to the agreed signatory level.
24. Manage the recruitment of personnel for employment within the Department following the correct procedure as determined by the HR Department.
25. Assist the Head of Fleet & Engineering on projects as and when required.
26. Any other duties as directed by the Head of Fleet & Engineering to include producing various reports, undertake one-off tasks, dealing with telephone calls and attend meetings in their absence etc.

Supervisory Responsibility

Fleet & Engineering Technical Supervisors and indirect responsibility for the Fleet & Engineering Department.

Financial Responsibility

£50,000

Contact Outside Own Section

Partner Agencies, Contractors, Parts Suppliers and infrequently members of the public.

Language Requirements

Level 2 Welsh – Speaking and Listening (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

NEBOSH

ILM Level 5 or Transport Officer CPC

Other

Working both indoors within a workshop/office environment and outdoors on station visits and

call -outs. The post holder may be required to lift heavy items at times, be subject to dirt or dust and operate in all weather conditions.



Person Specification

Experience and Competency Required	Essential
	The qualities without which a post holder could not be appointed
	Level 3 maintenance and repair motor vehicles.
	Previous experience of managing staff.
	Previous experience in a workshop environment/management (minimum 2 year supervisory).
	Computer awareness and knowledge of software packages/spreadsheets.
	Experience of Budgetary control within an organisational environment.
	NEBOSH (see desirable criteria below for further information)
	Transport Manager CPC (see desirable criteria below for further information)
	Desirable
	Extra qualities which can be used to choose between candidates who meet all the essential criteria
	LGV driving licence
	ILM Level 5, equivalent qualification, or evidence of equivalent experience.
	NEBOSH - Willing to obtain within the probationary period if not currently held
	Transport Manager CPC - willing to obtain TMCPD within probationary period if not currently held
Skills	Essential
	The qualities without which a post holder could not be appointed
	Ability to work on own initiative and unsupervised.
	Good communication skills verbal and electronic.
	Ability to evaluate costs on jobs.
	Welsh Level 2 (see page 12 for further information)
	Desirable
	Extra qualities which can be used to choose between candidates who meet all the essential criteria
	Ability to communicate fluently in Welsh

*Evidence of qualifications will be requested and verified prior to confirmation of appointment

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the essential criteria.

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	<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.

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

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, 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. You will need to demonstrate that you meet all of the essential criteria detailed in the person specification in order to be shortlisted to the next stage. 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 call Geraint Jones, Head of Fleet and Engineering Supervisors on 01492 562316 or geraint.jones@tangogleddcymru.llyw.cymru.

Closing date

12:00 on 04/08/25

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.



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