



JOIN US

APPRENTICE LGV TECHNICIAN APPLICANT INFORMATION PACK



Gwasanaeth Tân ac Achub
De Cymru
South Wales
Fire and Rescue Service

RAISING AWARENESS - REDUCING RISK

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WHO WE ARE

“TO MAKE SOUTH WALES SAFER, BY REDUCING RISK”

We are South Wales Fire and Rescue Service and our vision, mission and values are what drives and motivates our people to make South Wales safer, by reducing risk. We aim to protect and serve all across the 10 Unitary Authorities that make up our diverse area, working in partnership with our colleagues in other frontline services.

We employ around 1700 people across South Wales in a mix of Operational and Corporate roles, with most of our corporate staff being based at our headquarters in Llantrisant.

The frontline services provided by South Wales Fire and Rescue Service Operational Staff are supported by a number of teams, which fulfil administrative and technical roles. Operational and Corporate Staff work closely together to provide a high level of service for the communities of South Wales.

Diversity, Inclusion, Cohesion and Equity are a priority for South Wales Fire and Rescue Service and we have a commitment to endeavour to reflect the communities that we serve.

ROLE PROFILE

Please apply by: 11th April 2025

Shortlisting is anticipated to take place: 15th April 2025

Interviews are anticipated to take place: 22nd April 2025

2 x exciting opportunities for Apprentice LGV Technicians have arisen in the Fleet & Engineering Workshops based at our Headquarters in Llantrisant. The Service operates a fleet of over 400 vehicles and the successful candidate will be part of a team and their role includes the servicing, repair and maintenance of vehicles, plant and specialist equipment.

The position of Apprentice LGV Technician is challenging and rewarding. The successful candidate will be expected to develop their level of technical expertise and knowledge of safe working through a programme of Further Education both within the workplace and College environment.

Candidates should be able to demonstrate a basic level of mechanical aptitude. A desire to learn and understand the many automotive engineering disciplines which form part of a Technician's overall skills is also essential. The post holder will be expected to achieve the Foundation Apprenticeship Level 2 and 3 qualifications alongside their day to day work.

Shortlisted candidates will receive a course document from Cardiff and Vale College detailing the core subject areas of the apprenticeship.

- **Contract:** Apprenticeship (4 Year FTC Apprenticeship)
- **Hourly Pay Rates:**
 - Year 1 – £7.37 - £10.41 per hour (Dependent on age)*
 - Year 2 – £9.20 - £11.02 per hour (Dependent on age)*
 - Year 3 – £11.63 per hour*
 - Year 4 – £12.24 per hour*
- **Hours of Work:** 37 Hours per week
- **Directorate:** Fleet and Engineering
- **Job Ref:** NU0080
- **Location:** Llantrisant & CAVC – Cardiff (City Centre Campus)

JOB DESCRIPTION

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

Responsible to: Workshop Manager – Fleet and Engineering

Responsible for: N/A

DUTIES AND RESPONSIBILITIES

1. The Repair and maintenance of vehicles and plant equipment, including inspection and testing procedures.
2. To work as a multi skilled trainee mechanical technician developing additional skills including welding repairs via multi purposes, fabrication, repair, maintenance and fault diagnosis of hydraulic and pneumatic systems and diagnosis and rectification of electrical and electronic faults.
3. To successfully complete the Foundation Apprenticeship Level 2 and 3 qualifications alongside their day to day work.
4. To collect and deliver vehicles, plant and equipment for repair and maintenance and to meet operational requirements within or outside the South Wales Fire & Rescue Service area upon receipt of an appropriate driver's licence.

In addition to the duties and responsibilities outlined above, the post holder will be required to:

1. Undertake any other duties commensurate with the grade and post.
2. Attend in-house and external training courses as required.
3. Co-operate fully with any scheme or pilot scheme introduced within the department or across the Service.
4. Apply the principles of the Service's Dignity at Work Procedure and Equality and Diversity Statement whilst carrying out their duties.
5. Protect children, young people or adults at risk from harm, reporting any safeguarding concerns using the Service's Safeguarding Procedure.
6. Adhere to Health & Safety and Wellbeing Legislation and Procedures and take reasonable care for the health and safety of self and others.

PERSON SPECIFICATION

ESSENTIAL

- ✓ GCSE Grade C or Above in English and Mathematics OR Essential Skills Level 2 in Communication and Application of Number
- ✓ The ability to demonstrate basic mechanical skills
- ✓ Driving Licence Cat B (Car)
- ✓ An understanding and respect for others
- ✓ Commitment and ability to develop self
- ✓ Ability to communicate effectively to a range of different audiences
- ✓ Ability to work effectively with others both within the Fire & Rescue Service and in the Community
- ✓ Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards
- ✓ Ability to understand, recall, apply and adapt relevant information in an organised, safe, systematic way

DESIRABLE

- ✓ Ability to speak or willingness to learn Welsh

N.B This role involves frequent travel from the South Wales Fire and Rescue Service Headquarters in Llantrisant to the Cardiff and Vale College Campus in Cardiff, there may also be the opportunity to visit our stations throughout the South Wales area. The successful candidate must be able to travel independently.

THE APPLICATION PROCESS

Candidates should complete our shortlisting evidence form. This should address the questions below with a response that doesn't exceed 500 words per question (eg Maximum 2000 Words)

Question 1 – Qualifications:

Have you achieved at least a Grade C in English and Mathematics GCSE, and do you have a Category B (Car) Licence?

Question 2 – Knowledge & Experience:

What is your level of mechanical knowledge or experience?

Question 3 – Personal Style & Intrapersonal:

Please describe how you are committed to self-development while also showing understanding and respect for others.

Question 4 – Task:

Please explain how you take a thoughtful and proactive approach to your work to ensure high standards are achieved and maintained.

****Please note that due to the high volume of applications received, we are unfortunately unable to offer individual feedback at this early stage of the selection process.**

When answering the above questions, consider using a method such as STAR

This is a useful way to describe past experiences and to structure an answer by considering the **S**ituation, **T**ask, **A**ction and **R**esult to clearly showcase your accomplishment.



HOW TO APPLY

External Applicants

Please log in to our website at: www.southwales-fire.gov.uk/working-with-us/latest-vacancies

Select the role from the 'Current Vacancies' and click on the link for our e-recruit system.

Ensure that all sections of the application form are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

Internal Applicants

Please log in to People XD/Core and navigate to 'current vacancies' to select the relevant position. Ensure that all sections of the application are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

All Applicants

If you require this document in an alternative format, such as large print or a white or coloured background, or alternatively require a paper application form, please contact our Recruitment team at recruitment@southwales-fire.gov.uk or call us on 01443 232200 and we will endeavour to help as quickly as possible.

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions and interview questions). Arrangements will be confirmed following invitation to interview and may include translation and/or simultaneous translation

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

ADDITIONAL INFORMATION

External Recruitment Checks

All external candidates will be subject to the following recruitment checks prior to appointment:

- Enhanced Disclosure and Barring Service (DBS) checks.
- Right to work checks.
- Medical, health and fitness checks.
- No current disciplinary warnings (Operational)
- Driver licence checks.
- Reference checks.
- Some roles may require security clearance level of vetting.

The NFCC Core Code of Ethics

PUTTING OUR COMMUNITIES FIRST: We put the interest of the public, the community and service users first.

INTEGRITY: We act with integrity, including being open, honest and consistent in everything we do.

DIGNITY AND RESPECT: Making decisions objectively based on evidence, without discrimination or bias.

LEADERSHIP: We are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.



EQUALITY, DIVERSITY & INCLUSION: We continually recognise and promote the value of EDI both within the SWFRS and the wider communities that we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.

This is the foundation for the values we hold at South Wales Fire and Rescue Service and will help us to create an environment that is welcoming, tolerant and safe, with no place for inappropriate behaviours and actions that threaten, disrespect or intimidate others

BENEFITS

Annual Leave – A generous annual leave allowance.

Employee Assistance Programme – The EAP provides confidential, impartial advice and support 24 hours a day, 365 days a year. The service is free for employees to access whenever they need.

Vivup – Award winning employee benefits provider that offers all staff a stack of health and wellbeing benefits and savings across a number of big brands.

Some of the perks on this platform include:

- **Cycle to work scheme**
- **Tusker car scheme**
- **Home and electronics discount**
- **Lifestyle Savings**

Flexi Time – Corporate staff are able to work flexi time. With core hours of 10am – 12pm and 2pm – 3pm; you can complete the balance of your hours anytime between 7am and 7pm.

Learning & Development – SWFRS recognise that well trained employees are key to success. With a dedicated Training Centre at Cardiff Gate and specialist training teams, there are plenty of opportunities to grow & develop new skills.

Gym - Wherever you are based as an employee of South Wales Fire and Rescue Service, access to our gym facilities is available to all, free of charge.

Health and Fitness Advisors - Our Health and Fitness Advisors monitor the fitness levels of operational staff. They can also offer health and fitness advice to all employees on request.

Firefighters' Charity - Every employee, along with their dependents, can be beneficiaries of the charity. The charity provides health and wellbeing support to the whole Fire Service community.

Car Parking – SWFRS does not charge for car parking at any of its sites.

Mind Blue Light Champions – As part of our ongoing commitment to health and wellbeing, we support the MIND Blue Light Programme. The programme offers mental health support for emergency services employees.

Occupational Health – The Occupational Health Unit aims to maximise the health and wellbeing efficiency of staff and to minimise the risks to which staff are exposed as a result of working practices and the environment.

Pension – Support staff are eligible to join the Local Government pension scheme, which is a defined benefit pension scheme. Employee contributions are based on your salary.

Sports and Social – Our sports and social section brings together employees from across departments. Photography, skiing, rambling, cycling, football, rugby, surfing and golf are just some of the shared interests.

Welsh Courses – South Wales Fire and Rescue Service recognize the importance of the Welsh language in the workplace and offers all employees access to Welsh language courses at a range of levels to suit all needs.

Disability Confident – We are proud to be a certified Disability Confident Committed Employer





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Recruitment & Retention Team
Fire Service Headquarters
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Llantrisant
CF72 8LX

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recruitment@southwales-fire.gov.uk



www.southwales-fire.gov.uk/working-with-us