



JOIN US

Legal Services Manager

(Maternity Cover – 12 Months)

APPLICANT INFORMATION PACK



Gwasanaeth Tân ac Achub
De Cymru

South Wales
Fire and Rescue Service

RAISING AWARENESS - REDUCING RISK

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: 8th April 2025 at 12:00 Midday

Shortlisting is anticipated to take place: 9th April 2025

Interviews are anticipated to take place: w/c 14th April 2025

We are seeking an experienced and motivated Legal and Insurance Professional to join our team and provide expert legal advice on a range of matters, including fire service responsibilities, property, contract, and GDPR. In this role, you will manage legal issues affecting the Service, draft documents, prepare briefs for Counsel, and attend conferences, courts, or tribunals as necessary. You will also ensure appropriate insurance cover is in place, liaise with insurance providers, and manage the in-house systems for handling insurance claims. This is an exciting opportunity to make a significant impact in a fast-paced and dynamic environment.

As part of this role, you will also be responsible for leading and supervising a team, resolving operational issues, setting work standards, and ensuring seamless service delivery. Your leadership will extend to managing performance, conducting appraisals, and ensuring compliance with departmental plans and procedures. If you are a qualified legal professional with experience in general legal matters, insurance, and team management, we would love to hear from you. This position offers the chance to contribute to the effectiveness of a vital public service while advancing your career in a supportive and engaging environment.

- **Contract:** 12M Maternity Cover
- **Grade:** 14
- **Salary:** £43,693 - £44,711
- **Hours of Work:** 37
- **Directorate:** Business Support
- **Job Ref:** NU151
- **Location:** Llantrisant

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: Head of Corporate Support

Responsible for: Legal/Insurance Support Officer & Legal and Insurance Admin Officer

Legal

1. To provide general research and advice on a range of legal matters relevant to the Service, including but not limited to specific legal advice on fire service responsibilities, property, contract, and GDPR matters.
2. To analyse legislation and legal documents, providing advice as required
3. To draft legal documents as required on a range of matters.
4. To prepare briefs to Counsel or external lawyers. Where necessary to attend in conference and at Court, Tribunal or Inquiry with Counsel or external lawyers in connection with any matter with which the Service is engaged.
5. To attend at and provide legal advice to Committees, Sub-Committees and Working Groups of the Service as and when required.
6. To continuously develop and gain competence in various areas of law as required by the Service.
7. To maintain an up-to-date knowledge of legal requirements and new legislation affecting the Service and provide briefings as required.
8. To be responsible for the day-to-day management of legal issues affecting the Service and create reports required by the Head of Corporate Support and Director of Corporate Services for performance management purposes.
9. To carry out periodic reviews of the Unit's ICT needs and report on improvements and changes necessary or desirable to enhance the efficiency of the department in line with corporate requirements.

Insurance

1. To ensure that appropriate insurance cover is in place and maintained for all activities undertaken by the Service. To liaise with insurance companies and legal advisers as appropriate over liabilities and claims.
2. To liaise with Insurance Companies and Brokers to ensure that best value is always obtained in respect to insurance.
3. To ensure that in house systems and processes exist to manage insurance claims in accordance with best practice.
4. To be responsible for the day-to-day management of the insurance case management and case planning systems and create reports required by the Head of Corporate Support and Deputy Chief Officer for performance management purposes.

Team Management

1. To supervise the Unit to resolve operational and day to day issues to include but not limited to:-
 - Holding regular team meetings
 - Setting standards of work and monitoring compliance
 - Allocating and prioritising work when necessary
 - Ensuring that arrangements are in place for a seamless service to be provided to customers
 - Approving and monitoring leave requests for staff within the Unit
 - Acting as mentor and first point of contact for the staff of the Unit
 - Arranging training for staff within the unit as required
2. To undertake all supervisory duties including Performance Development Reviews/Appraisals, compliance with sickness procedures, performance management, capability and disciplinary procedures in respect of the Unit.
3. To prepare the annual Team Plan and to ensure the team's awareness and compliance with it. To be familiar with any departmental plans, systems or procedures that are implemented and ensure team compliance with them.
4. To be responsible for developing processes for the collation and submission of performance indicator information for the Unit. To provide regular progress reports upon performance indicator compliance and submissions.

General Duties

1. To carry out the duties of this post, with limited supervision except on strategic issues.
2. To treat all information about the Service or its employees, service users or others who have contact with the Service as confidential
3. To undertake best practice research with other local or public authorities, voluntary organisations and the private sector and to establish best practice networks. To highlight relevant best practice initiatives and apply these within the Unit.
4. To prepare reports as required by the Head of Corporate Support or Director of Service Support.
5. In consultation with the Head of Corporate Support to prepare and monitor budgets and business plans as appropriate.
6. To participate in inter-departmental, corporate and external working groups and meetings as directed, and to liaise with other departments, public and other outside bodies and organisations as required or is necessary.
7. To develop and ensure compliance with the Unit's Performance Indicators.

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

- ✓ Law Degree or equivalent experience
- ✓ Solicitor, Barrister, Fellow of the Institute of Legal Executives or other comparable qualification*
- ✓ Proven experience in dealing with general legal matters across different legal areas
- ✓ Proven experience of at least one of the following areas of law:
 - Property
 - Contract
 - GDPR & Information Management
- ✓ An ability to work in full compliance with policy, legislative provisions and other guidance, respecting any sensitive information that is presented
- ✓ Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations*
- ✓ Experience of managing a caseload without supervision
- ✓ Ability to consistently project and promote a confident controlled and focused attitude in challenging situations (e.g. handling complex and diverse caseloads, reacting to complex problems under extreme pressure)
- ✓ An eye for detail and precision
- ✓ Ability to lead, involve, and motivate others both within the Fire and Rescue Service and in the community (e.g. building and sustaining partnerships, delivering a customer focused service)
- ✓ Ability to communicate effectively both orally and in writing to a wide range of audiences* (e.g. providing quality oral and written advice, strong drafting and negotiation skills)*
- ✓ Commitment to and ability to develop self, individuals, and teams to improve organizational effectiveness (e.g. enhancing performance in the delivery of a high quality legal and insurance service through effective team management)
- ✓ Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements (e.g. adapting to changing priorities and competing demands) *
- ✓ Ability to lead groups to achieve excellence by the establishment, maintenance, and management of performance requirements*
- ✓ Ability to create and implement effective plans to deliver a range of organisational objectives
- ✓ Ability to recognize the potential political impact and implications from a strategic perspective

DESIRABLE

- ✓ Proven experience of insurance matters
- ✓ Proven experience of managing a team/individual.
- ✓ Experience of writing and presenting reports to committees and boards
- ✓ Ability to communicate through the medium of Welsh.
- ✓ Pro-active in promoting change and the ability to seek opportunities to promote improved organisational effectiveness

N.B This role involves frequent travel between sites 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: Please advise if you have a Law Degree or equivalent experience and whether you are a Solicitor, Barrister, fellow of the Institute of Legal Executives, or other comparable profession

Question 2: Please provide evidence that shows your experience in dealing with general legal matters across different legal areas

*

Question 3: Please describe your experience in at least one of the following areas of law: 1. Property 2. Contract or 3. GDPR & Information Management

Question 4: Please outline a time that you have had to work in full compliance with policy, legislative provisions and other guidance, respecting any sensitive information that is presented

Question 5: Please provide an example of your ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations

****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





Gwasanaeth Tân ac Achub
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South Wales
Fire and Rescue Service

South Wales Fire and Rescue Service

Recruitment & Retention Team

Fire Service Headquarters

Forest View Business Park

Llantrisant

CF72 8LX

Recruitment Line – 01443 232200

recruitment@southwales-fire.gov.uk

SCAN ME



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