



**SWYDD**  
**VACANCY**

# COMPLIANCE OFFICER

**Business Fire Safety Department, Flintshire & Wrexham**

**Permanent, 37 hours per week**

**NWFRS Grade 05 £22,627 to £24,491 per annum**

We are looking to appoint a Compliance Officer to deliver and enforce fire safety at businesses and non-domestic properties in the Flintshire and Wrexham area. Undertaking audits and inspections of premises that fall under the Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) and other relevant legislation, the Compliance Officer will complete all necessary reports, legal notices, recordings and administration to improve fire safety compliance.

The successful candidate will have excellent bilingual communication skills, with the ability to interpret and analyse physical and written information and provide accurate and clear advice in relation to business fire safety legislation. With a proactive and self-motivated approach, good interpersonal skills are required in order to develop effective working relationships with internal and external individuals and groups.

Applicants will need to demonstrate (with evidence) the skills, as outlined in the job description and person specification including the following essential requirements:

- Successful completion of (or ability to successfully complete within probation period) an industry recognised training programme, qualification or course.
- Understand and apply principles of Fire related Health and Safety legislation.
- Awareness of national and local Fire & Rescue Service core activities and functions.
- The ability to interpret physical and written information and apply professional judgement based on training, knowledge and experience.
- The ability to build effective working relationships with internal and external individuals and groups.
- Excellent communication and presentation skills.
- Ability to work as part of a team and independently, using own initiative.
- Ability to manage own time and prioritising of workload to meet deadlines.
- Computer literacy, with a working knowledge of Microsoft Office applications.
- Hold a full UK Driving licence.
- The ability to communicate confidently and fluently in Welsh (Level 4) is essential for this post.
- Appointment subject to Disclosure & Barring Service Check and satisfactory references.

The team are normally located in Wrexham or Deeside but staff are currently working remotely/from home due to the Covid-19 pandemic, with the ability to continue working flexibly in the future.

Further information about the role, including job description and application pack, is available on the North Wales Fire & Rescue website or by emailing: [hrdesk@nwales-fireservice.org.uk](mailto:hrdesk@nwales-fireservice.org.uk)

**Closing date for receipt of application forms is 12.00 noon, 25.06.2021.**

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

*We are an equal opportunity employer and welcome applications from all sections of the community.*

*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.*

