



JOIN US

PURCHASING & SUPPLY MANAGER
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 the 28th February 2025

An exciting opportunity has arisen within the Finance, Procurement & Property Department based at Fire Service Headquarters, Forest View Business Park, Llantrisant for the role of Purchasing & Supplies Manager.

The successful candidate will be responsible for day-to-day management of stores. The successful applicant must have experience of managing supplies chain risk, stores management and providing a link to ensure operational effectiveness.

Welsh language skills are desirable but not essential for this post

This role involves may involve travel between sites throughout the South Wales area. The successful candidate must be able to travel independently, and a driving licence check will be required.

More details in relation to this position can be found in the Job Description and Person Specification. Should you have any additional enquiries, you are invited to contact the Line Manager, Julie Snooks by e-mailing j-snooks@southwales-fire.gov.uk

- **Contract:** Permanent
- **Grade:** 10
- **Salary:** £36,124 - £37,035
- **Hours of Work:** 37
- **Directorate:** Finance & Procurement
- **Job Ref:** 505016
- **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: Procurement Officer

Responsible for: Stores / Courier Officers

DUTIES AND RESPONSIBILITIES:

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
 - 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
2. Undertake all supervisory duties including, Performance Development Reviews, compliance with sickness procedures performance management, capability and disciplinary procedures in respect of the Unit.
3. To develop, improve and implement policies and procedures and systems for measuring performance to ensure that the department functions in an efficient manner.
4. To liaise and negotiate with internal departments to ensure all SWFRS staff are aware of the role and purpose of the stores function. Including leading and participating in relevant project groups and training and awareness sessions.
5. Liaise with budget holders and others to ensure that the appropriate storage of goods is considered as part of the purchasing process. Where necessary negotiating with budget holders and heads of department to identify adequate storage arrangements.
6. Liaise with customer departments to monitor the quality of service they are receiving.
7. Responsible for monitoring and adjusting stock levels to ensure maximum efficiency.

8. Produce regular reports from the Services stock management systems to identify demands and trends and to ensure stocks levels are kept at optimum levels.
9. Optimise space utilisation through identification and implementation of innovative ideas and solutions.
10. To work closely with the Fleet Manager to ensure an up to date, efficient service is provided.
11. To work closely with the Procurement Officer to maximise efficiencies.
12. Responsibility for the maintenance and control of stocks together with related records and inventories, including overseeing of physical inventories and identification of slow moving or redundant stock lines.
13. To continually identify, suggest and implement improvements to services offered by the stores to maximise customer satisfaction.
14. Ensure corporate and directorate strategies and plans are adhered to, including the provision of information and advice to other departments.
15. To develop and review annual departmental plans, ensuring objectives are achieved.

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

- Experience of Finance and Procurement in the Public Sector
- Experience of managing a team
- Experience of integrated financial ledger systems
- Practical experience of Microsoft Office packages i.e. Outlook, Word, Excel
- Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations.
- Ability to work in full compliance with organisational policy and legislative guidance, respecting sensitive information presented
- Ability to consistently project and promote a confident, controlled and focused attitude in highly challenging situations.
- Proactive in promoting change, and the ability to seek opportunities to promote improved organisational effectiveness.
- Ability to lead, involve and motivate others both internal to the Fire & Rescue Service and external partners
- Ability to communicate effectively both orally and in writing to a wide range of audiences
- Commitment to and ability to develop self, individuals and teams to improve organisational effectiveness
- Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.
- Ability to create and implement effective plans to deliver a range of organisational objectives

DESIRABLE

- Current membership or studying towards full membership of CIPS Membership
- HNC Business Studies (or equivalent) or significant experience in a relevant role.

N.B This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently

Where a qualification is highlighted as being an 'Essential Criteria' you will be required to provide a copy of your Certificates with your Application Form.

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 1500 Words)

Question 1: Can you outline your experience with finance and procurement within the public sector?

Question 2: Can you describe your experience in managing a team?

Question 3: Describe your ability to work in full adherence to organisational policies and legislative guidelines, whilst ensuring the confidentiality of sensitive information?

Question 4: Can you demonstrate your ability to lead, engage, and inspire both internal colleagues within the Fire & Rescue Service and external partners?

Question 5: How do you demonstrate your commitment and ability to develop yourself, others, and teams to enhance organisational effectiveness?

Question 6: How do you ensure you understand and apply relevant information to make decisions that align with key priorities and requirements?

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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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



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