



JOIN US

PROCUREMENT OFFICER

APPLICANT INFORMATION PACK



Gwasanaeth Tân ac Achub
De Cymru

South Wales
Fire and Rescue Service

RAISING AWARENESS - REDUCING RISK

WHO WE ARE

“Compassion to Care, Courage to Act”

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: 01/05/2025

Shortlisting is anticipated to take place: 05/05/2025

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 Procurement Officer.

The successful candidate will be responsible for administering the procurement strategy of South Wales Fire & Rescue Service and the provision of sound procurement advice and training. The successful applicant must have experience of managing high value procurements, team management and integrated financial ledger systems including P2P and stock management.

Welsh language skills are desirable but not essential for this post.

This role 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 Lee Bunkham, Senior Procurement Officer, by e-mailing l-bunkham@southwales-fire.gov.uk

- **Contract:** Permanent
- **Grade:** 13
- **Salary:** £41,511.00 - £42,708.00
- **Hours of Work:** 37
- **Directorate:** Finance & Procurement
- **Job Ref:** 505013
- **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: Senior Procurement Officer

Responsible for: Procurement Co-ordinator, Purchasing and Supplies Manager, P2P Team and E-Procurement Assistant, Stores Department, P2P and Stores Budgets

To be responsible for administering the procurement strategy of South Wales Fire & Rescue Service and the provision of sound procurement advice and training.

DUTIES AND RESPONSIBILITIES:

- To be responsible for the day to day supervision of the Procurement Division covering, procurement and stores. To ensure best value monitoring and performance management is undertaken.
- To assist with the strategic direction and arrangements for procurement within South Wales Fire & Rescue Service, including links to national strategies as appropriate.
- To promote the benefits of Procurement throughout the Service.
- To undertake procurement processes in line with the Services Contract Standing Orders and Procurement Procedures and ensure contractual compliance.
- To provide advice and training on completion of specifications and tendering processes.
- To ensure contractual arrangements are in place for all goods and services, establishing framework agreements and links to consortia, where appropriate.
- To be responsible for the evaluation of proposed contractors before their appointment.
- To monitor the procurement activities of departments and ensure compliance with procurement strategy and policy.
- To calculate and record savings derived through procurement process and assist the Senior Procurement Officer in reporting to N.I.C.
- To ensure reviews of contractual performance are carried out and to establish practices to ensure sustainable procurement is achieved.

- To be responsible for the P2P and stores budgets and to ensure accountability of stores and stock to audit process.
- Responsible for the management of the Service's Procurement system to include ongoing maintenance and support for users, liaison with the system providers and internal departments (ICT) to facilitate effective periodic upgrades, backup, security, feeder file uploads and training.
- To approve all purchase orders in line with the CSO thresholds.
- To efficiently and effectively manage the disposal of surplus assets (excluding property) to the best advantage of the Authority.
- To support the reporting of significant procurement activity to members of the Service as appropriate.
- Assist the Senior Procurement Officer in the preparation and monitoring of business plans as appropriate.
- To deputise for the Senior Procurement Officer as appropriate.
- To liaise with outside bodies with regard to all services provided and occasionally represent the Service in meetings with regional and national external bodies.
- To be committed to own continuous professional development and training.

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

- CIPS Level 6 membership or equivalent
- Experience in high value procurement exercises and wider activities, working on own initiative and as part of a wider project team in the Public Sector
- Significant knowledge and understanding of procurement rules and procedures in line with applicable legislation.
- Experience of integrated financial ledger systems
- Experience of managing a team.
- 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

- HNC Business Studies (or equivalent) or significant experience in a relevant role.

**N.B This role may involve 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 1000 Words)

Question 1: CIPS Level 6 membership or equivalent

Question 2: Experience in high value procurement exercises and wider activities, working on own initiative and as part of a wider project team in the Public Sector

Question 3: Ability to work in full compliance with organisational policy and legislative guidance, respecting sensitive information presented

Question 4: Ability to lead, involve and motivate others both internal to the Fire & Rescue Service and external partners.

Question 5: Ability to communicate effectively both orally and in writing to a wide range of audiences

Question 6: Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.

****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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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