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| A close-up of a sign  Description automatically generated  **Procurement Officer**  **Shortlisting evidence Template** | |
| **Please complete the form below in FULL adhering to the 500-word limit for each of the shortlisting criteria (i.e. max of 3000 words). Then save in a Word document format and upload to the ‘supporting evidence’ section of the online application.**  **Please note that for shortlisting purposes we will be removing ‘Name’ and ‘National Insurance number’ and each candidate will be provided with a candidate number for anonymised shortlisting.**  **For any queries please contact** [**recruitment@southwales-fire.gov.uk**](mailto:recruitment@southwales-fire.gov.uk) **or for internal queries, please contact us via 24/7** | |
| **Full Name:** |  |
| **National Insurance Number:** |  |
| **Anonymised Candidate Number (to be completed by FRS HR team)** |  |
|  | |
| **Question 1: CIPS Level 6 membership or equivalent** | |
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| **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** | |
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| **Question 3: Ability to work in full compliance with organisational policy and legislative guidance, respecting sensitive information presented** | |
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| **Question 4: Ability to lead, involve and motivate others both internal to the Fire & Rescue Service and external partners.** | |
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| **Question 5: Ability to communicate effectively both orally and in writing to a wide range of audiences** | |
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| **Question 6: Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements**. | |
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| **Closing date – 01/05/2025 at 12pm** | |