



**Gwasanaeth Tân ac Achub**  
De Cymru  
South Wales  
**Fire and Rescue Service**

## **PROCUREMENT CO-ORDINATOR**

**GRADE 11, SALARY: £36,648 to £37,366 per annum**

**Permanent**

**37 hours per week**

**Post Number: 505011**

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 Co Ordinator.

The successful candidate will be responsible for ensuring the Service has robust procurement and payment processes in place, providing advice and assisting with procurement practices and ensuring on-going contract management to officers of the organisation. The candidate will also have responsibility for supervising the Procure2Pay (P2P) team acting as first point of contact for staff.

The successful candidate must be educated to CIPS Level 6 in Procurement and Supply and have experience of tendering in the public sector.

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

The role may involve some 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](mailto:j-snooks@southwales-fire.gov.uk)

### **To Apply...**

Application Forms should be completed online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/> If a paper version is required, please email: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk) Please be aware the e-recruitment system will notify all applicants of results via email address provided at application; please ensure you check all mail folders regularly.

All internal applicants applying should apply via their CORE portal, selecting "Current Vacancies" from the left-hand tab

The closing date for receipt of application forms is **Wednesday 21<sup>st</sup> August 2024 at 12 noon.**

### **Additional Details**

The successful candidate will be required to undertake a Drug and Alcohol Test prior to an appointment being made.

The successful candidate will also be subject to a satisfactory Disclosure Barring Service/Disclosure Scotland clearance check.

We are a family friendly organisation and a flexible working system is in operation.

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.**