



# JOIN US

## Contracts and E Procurement Officer

### APPLICANT INFORMATION PACK



Gwasanaeth Tân ac Achub  
De Cymru

South Wales  
Fire and Rescue Service

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**RAISING AWARENESS - REDUCING RISK**

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# WHO WE ARE

## COURAGE TO ACT, COMPASSION TO CARE

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.

### Our vision

Working together as one team to be an outstanding Fire and Rescue Service, protecting South Wales today, ambitiously innovating for tomorrow.

### Our mission

To serve our communities, by reducing risk and responding to emergencies.

### Our values

We developed in extensive consultation with our people, give us the agreed framework for **US** to serve and protect **OUR** communities effectively in South Wales. They are **Compassion, Courage, Respect, Integrity** and **Excellence**.



We act with **compassion**



We approach situations with moral and physical **courage**



We **respect** each other, our partners and the public we serve



We act with **integrity**



We aim for **excellence** in all that we do

# ROLE PROFILE

**Please apply by: Friday 25<sup>th</sup> July 2025 by Midday**

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 Contracts and EProc Officer.

The successful candidate will be responsible for administering compliant above and below threshold procurement processes, providing advice and assisting with procurement practices to officers of the organisation. The candidate will also have responsibility for providing advice, guidance, training and system administration of the EProcurement system to maximise the use of electronic procurement technology.

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](mailto:l-bunkham@southwales-fire.gov.uk)

- **Contract:** Permanent
- **Grade:** 10
- **Salary:** £36,124 – £37,035
- **Hours of Work:** 37
- **Directorate:**
- **Job Ref:** 506004
- **Location:** Fire and Rescue Service Headquarters, 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.**

## **Main Responsibilities of the Post**

To be responsible for administering compliant procurement processes and the provision of sound procurement advice and training. The role requires a knowledge of the legislative requirements of procurement, tendering and other key UK and Welsh Government policy objectives in order to minimise the risk of challenge to the Fire Service.

## **DUTIES AND RESPONSIBILITIES**

1. To be responsible for the development, implementation and delivery of effective procurement strategies using strategic sourcing and other techniques to deliver strategic improvement, cost benefits and improved contract management.
2. To undertake procurement processes in line with the Services Contract Standing Orders, Procurement Procedures, Public Contract Regulations and ensure contractual compliance. Manage procurement exercises to include the tender or Request for quotation process, evaluation and award of contracts.
3. To promote the benefits of Procurement throughout the Service.
4. To identify and develop opportunities for collaborative procurements.
5. To provide advice and training on completion of specifications and tendering processes.
6. To ensure contractual arrangements are in place for all goods and services, establishing framework agreements and links to consortia, where appropriate.
7. Liaise with end user departments to ensure that arrangements are put in place to renew contracts before existing contracts expire.
8. To calculate and record savings derived through procurement process and assist the Senior Procurement Officer in reporting to N.I.C.

9. To ensure reviews of contractual performance are carried out and to establish practices to ensure sustainable procurement is achieved.
10. To approve all purchase orders in line with the CSO thresholds.
11. Assist the Senior Procurement Officer in the preparation and monitoring of business plans as appropriate.
12. To liaise with outside bodies with regard to all services provided and occasionally represent the Service in meetings with regional and national external bodies.
13. Manage and maintain the Procure to Pay System to include weekly staff updates, service delivery incidents, terminate orders, catalogue maintenance and reports as required.
14. Maximise the use of electronic procurement technology (e-tendering, e-auction, e-award, e-contracts) in the Services supply chain activities. Lead on implementation of software upgrades.
15. To provide resilience to the point of contact for EProcurement advice and training through the helpdesk telephone number.
16. To be committed to own continuous professional development and training and hold current Corporate Membership (Level 6) of the Chartered Institute of Procurement and Supplies.

**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

- ✓ **Current Corporate Membership (Level 6) of Chartered Institute of Procurement and Supplies**
- ✓ **Experience of procurement in the Public Sector**
- ✓ **Significant experience in high value procurement exercises and wider activities, working on own initiative and as part of a wider project team.**
- ✓ **Significant knowledge and understanding of procurement rules and procedures in line with applicable legislation.**
- ✓ **Experience of contract management and supplier performance measurement.**
- ✓ **Experience of identifying savings opportunities and delivering a procurement program to release savings.**
- ✓ **Ability to work in full compliance with organisational policy and legislative guidance, respecting sensitive information presented\***
- ✓ **Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations.**
- ✓ **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 communicate effectively both orally and in writing to a wide range of audiences\***
- ✓ **Ability to lead, involve and motivate others both internal to the Fire & Rescue Service and external partners**
- ✓ **Ability to adapt quickly to a broad range of commercial activities**
- ✓ **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.**
- ✓ **Ability to lead others to achieve excellence by the establishment, maintenance and management of performance requirements**

#### **DESIRABLE**

- ✓ HNC Business Studies (or equivalent) or significant experience in a relevant role.
- ✓ Knowledge of eProcurement solutions and software in particular eSourcing/eTendering and/or knowledge of equivalent eplatforms

**You may want to include additional information here such as: N.B This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently**

# THE APPLICATION PROCESS

Candidates should attach an up-to-date CV and complete our shortlisting evidence form. This should address the questions below with a response that doesn't exceed 500 words per question (eg Maximum 2000 Words)

**Question 1: Please outline your experience in procurement within the public sector?**

**Question 2: Describe your experience of leading high-value procurement exercises, both independently and as part of a wider project team?**

**Question 3: Please tell us about how you communicate effectively both orally and in writing with a wide range of audiences?**

**Question 4: Please tell us about your ability to understand and apply relevant information to make appropriate decisions that 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.**

## **STAR**

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.

## **USE OF AI**

We accept the use AI to structure your thoughts, and enhance your application if required, but please ensure the final application reflects your personal experience and skills



# HOW TO APPLY

## External Applicants

Please log in to our website at: [www.southwales-fire.gov.uk/working-with-us/latest-vacancies](http://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](mailto: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 Advisers 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.

**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





## 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](mailto:recruitment@southwales-fire.gov.uk)



[www.southwales-fire.gov.uk/working-with-us](http://www.southwales-fire.gov.uk/working-with-us)