

# Recruitment Pack



## COMMERCIAL AND PROCUREMENT LEAD (2 POSTS) CAMBRIDESHIRE FIRE AND RESCUE SERVICE

Thank you for your interest in the above vacancy.

Please ensure you read all documents within this pack to provide you with a good understanding of the role and the Service.

To apply for this opportunity please complete this [EDI Form](#) and send your CV and Covering Letter detailing your suitability for the role in line with the person specification to [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk)

### Why work for Cambridgeshire Fire and Rescue Service (CFRS)?

We promote the right values and an inclusive culture by:

- ensuring fairness, promoting diversity and developing colleagues to achieve their potential
- being Disability Confident employer
- providing health and well-being support
- offering flexible, agile hybrid working
- having Inclusion ambassadors, a network and working groups for protected characteristics

Our offer:

- Employee Assistance Programme
- Access to Health Cash Plan
- A competitive pension scheme
- Access to Blue Light Discount at 100s of stores & events
- Access to Health Shield Perks Discounts
- Family friendly policies – including flexible working
- Great Learning & Development Opportunities
- 28 days annual leave each year plus bank holidays, increasing with long service
- Parking (site specific)
- Flexible, agile, hybrid working

To find out more about working for us please click here: [Cambsfire.gov.uk](http://Cambsfire.gov.uk)



# About us

## **Our community**

The population of Cambridgeshire and Peterborough is approximately 852,500. Cambridgeshire has a diverse and resilient economy. Situated in the heart of the East of England, Cambridge is less than one hour from London, just twenty minutes from London Stansted airport, which has excellent links to most major European cities and Cambridge also hosts its own private airport. Cambridgeshire has good access to the national motorway network with the A1, A14 and M11 roads which provide easy connections to the Midlands, the North, London and the east coast ports of Felixstowe, Lowestoft, Ipswich, Great Yarmouth and Harwich.

## **The Fire Authority**

Cambridgeshire and Peterborough Fire Authority is the governing body responsible for delivering a fire and rescue service to Cambridgeshire and Peterborough. It was established in 1998 when Peterborough City became a unitary authority. Seventeen elected members make up the Authority, all of whom are serving councillors. There are 13 members appointed by Cambridgeshire County Council and four members from Peterborough City Council, reflecting the proportion of taxpayers in each of the two council areas. The political make-up of the Authority reflects the number of members from the political parties on each of the appointing county and unitary authorities. A Chairman and Vice-Chairman are elected annually.

## **Our structure**

We currently operate from 27 fire stations across Cambridgeshire and Peterborough. We have four wholetime stations, three day crewed, and the remainder are on-call stations, one of which is a voluntary fire station. Our fleet contains several different types of fire appliance, including rescue and light rescue pumps, aerial appliances, hazardous materials and command units, as well as a high-volume pump. Management, professional support departments and our Combined Fire Control, which takes emergency calls from residents in Cambridgeshire and Suffolk, are all based at our Service Headquarters in Huntingdon, with managers and professional support staff now working in a flexible and hybrid way.

We employ more than 600 members of staff, made up of 247 wholetime operational staff, including Principal Officers, around 200 on-call firefighters, 42 members of staff in our Combined Fire Control and 144 staff in professional support roles. The Service is run by a chief fire officer who is also the chief executive of the Service. The chief fire officer is supported by a deputy chief executive and an assistant chief fire officer, who form the chief officer's group. Each chief officer is responsible for several departments and function sand is supported by a management structure from across the organisation.

# Our culture

Our culture at CFRS is a combination of **what** we do, and **how** we do it. The following foundations are why the Service is a great place to work:

1. Our Vision - **A safe community where there are no preventable deaths or injuries in fires or other emergencies.**

To achieve this, we need to strive for operational and community safety excellence, demonstrating value for money, and by putting people at the centre of everything we do - that's people in the community in terms of their safety and diverse needs, and our own people in terms of training, development, wellbeing and health and safety.



## What does each part mean?

### Community safety excellence

- We understand and target the risk in our communities
- We are inclusive in our approach and tailor our services to meet the needs of our diverse communities
- We work with partner agencies in a targeted, proactive and effective manner and are perceived as a key contributor to community safety
- We have a high level of success in our community safety activities and evaluate our impact.

## Operational excellence

- We have competent, confident and skilled people
- We have the right skills, equipment and resources in the right places
- We have a learning culture looking to continually improve what we do and how we do it.

## Value for money

- We actively seek collaborations
- We evaluate the impact of working practices to strive for efficiency, effectiveness and sustainability
- We continuously monitor how we are performing, sharing what we do and taking best practice from others.

## People

- We have a culture that embodies our values and one team behaviours.
- We continually improve the service we deliver
- We listen and engage with our people, communities and our partners to improve what we do
- We develop our people and encourage them to reach their potential.

## 2. Our Values – Welcome, Dignity & Respect



At Cambridgeshire Fire and Rescue Service we have three core values - welcome, dignity and respect - that we expect all our people and fire authority members to demonstrate in their behaviour to each other and to all members of the public:

- **Welcome** - we welcome people into the workplace and create an open, inclusive and supportive culture.
- **Dignity** - interactions with our colleagues and communities are always in line with our one team behaviours
- **Respect** - we respect differences in colleagues and communities and value diversity by taking into account the right for people to be themselves.

3. Our One Team Behaviours - Working with staff, we have developed a set of behaviours that we expect everyone in the organisation to demonstrate, from the Chief Fire Officer to frontline staff. These are shown at the end of the pack.
4. Our Leadership Development Framework – One of the many benefits of working for CFRS is the opportunity for development. The leadership framework has been developed to provide **all** roles within the organisation a framework to assess potential and performance. More information regarding the framework is at the end of the pack.

We strive to incorporate three key values into every aspect of our work:

**Dignity** Our treatment of people should conform to a standard of behaviour that is socially acceptable to all members of the community we serve.

**Respect** the differences in groups of employees and the public. We should take into account the right for people to be different and value diversity rather than demean it.

**Welcome** people into the workplace. We should create a working environment that is open and inclusive, which offers help and support.

Cambridgeshire Fire and Rescue Service are keen to encourage applications from all parts of the community, and to ensure this is happening we need to monitor information that some may regard as personal and sensitive. This information will be held in confidence and used only for statistical monitoring purposes. It will not be used in any part of the selection process. Please complete this [EDI Form](#). Please be assured that this will be separated from your application form before the selection process begins.

It is our policy to ensure, whenever possible, that the recruitment process is adapted to suit the needs of applicants who have a disability or impairment that you believe may give you rights under the Equality Act. The following conditions are given as examples: learning disabilities, dyslexia, some sight or hearing loss, diabetes, epilepsy and multiple sclerosis. Reasonable adjustment will be made for those candidates who believe that they may have an impairment or disability under the Equality Act 2010. Please inform us of any adjustment you require so that we can ensure that we have made appropriate arrangements for you during the selection process, Please do not hesitate to contact Recruitment on 01480 444500 or email [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk) if you have any queries.

Please also note that we hold the "Disability Confident" employer status, this means that we guarantee to interview all applicants who have rights under the Equality Act 2010 and who meet the essential criteria for the post. However, it is desirable that the successful candidate can travel to any part of the county as required.

In the meantime, if you have any queries, please do not hesitate to contact Recruitment on 01480 444500 or [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk)

## Our Commitment to **Equality and Inclusion**

Cambridgeshire and Peterborough Fire Authority  
values diversity and actively promotes equality and  
inclusion in all aspects of our work

This is achieved by:

Recognising, respecting and listening to the varied  
needs of our communities and staff

Providing different solutions for different  
needs and requirements

Valuing and encouraging better understanding of  
people's differences and the things we have in common

Treating everyone with dignity and respect

Ensuring employment practices are fair  
and non-discriminatory

Fostering an inclusive and trusting culture

Challenging prejudice and discrimination



CAMBRIDGESHIRE  
FIRE & RESCUE SERVICE  
Working together to improve community safety

# Terms & Conditions

The summary is for your general guidance and is not intended to form part of any contract of employment. As a new member of staff, you will be given a statement of your terms and conditions of employment, which then becomes part of the contractual provisions of your employment.

<b>Terms and Conditions</b>	<ul style="list-style-type: none"> <li>The salary scale and conditions of service are determined by collective agreements covering Local Government employees made at the National Joint Council, Eastern Provincial Council and locally between this Authority and the recognised unions, and as supplemented by the decisions of the Authority.</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>The successful applicant will be based at Huntingdon but will occasionally be required to travel to other sites in Cambridgeshire and out of County.</li> <li>We offer an agile working pattern where you can work remotely subject to you being available to work from other Cambridgeshire Fire &amp; Rescue Service locations around Cambridgeshire and from home.</li> </ul>
<b>Salary</b>	<ul style="list-style-type: none"> <li>£35,407 - £36,846 pa</li> <li>Payment is normally made 7 days before the last working day of the month by BACS transfer to your bank or building society account.</li> </ul>
<b>Type of Contract</b>	<ul style="list-style-type: none"> <li>Permanent</li> </ul>
<b>Probationary Period</b>	<ul style="list-style-type: none"> <li>There is usually a probationary period of six months.</li> </ul>
<b>Hours</b>	<ul style="list-style-type: none"> <li>37 hours per week</li> <li>A flexible approach can be taken when making local agreements around working hours. This will be agreed with the line manager.</li> </ul>
<b>Offer Subject to</b>	<ul style="list-style-type: none"> <li>Completion of Medical Questionnaire/Medical Examination.</li> <li>Receipt of references satisfactory to the Authority.</li> <li>Evidence of right to work in the UK (including Settled Status or Pre-Settled Status for most EU citizens)</li> <li>Requirement to complete a standard or enhanced Disclosure and Barring Service (DBS) check as part of the pre-employment checks</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>The enclosed job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet with changing circumstances. You may on occasion be required to undertake work outside of your normal duties to meet the needs of the Service.</li> </ul>
<b>Pension</b>	<ul style="list-style-type: none"> <li>Membership of the Local Government Pension Scheme, this is funded by contributions both from you and the Fire Authority. Your contribution</li> </ul>

	<p>is dependent upon salary and will be between 5.5% and 7.5% of your salary. Transfer of contributions from previous employment is possible under certain circumstances. You will receive an explanatory booklet if appointed.</p>
<b>Annual Leave</b>	<ul style="list-style-type: none"> <li>• The annual leave year runs from 1 April to 31 March. The leave entitlement for full time staff is 28 days per annum; annual leave for part-time staff is given on a pro-rata basis. If you are new to local government your entitlement in your first year will be calculated on a pro rata basis. After five years Local Government Service you will be entitled to five extra days' annual leave. After 10- and 15-years' service in this Service you will receive an extra 1 day of annual leave, giving a maximum of 30 days. In addition, you will receive paid leave on eight public holidays if you normally work on that day (pro-rata for part-time employees).</li> <li>• Other leave: Special leave arrangements exist covering bereavement, nursing sick relatives, adoption, paternity, maternity and parental leave, and jury service. Subject to operational requirements special leave arrangements also exist covering certain public duties, e.g. magistrate, school governor, etc.</li> </ul>
<b>Sickness</b>	<ul style="list-style-type: none"> <li>• The Authority operates a nationally agreed scheme, which provides for varying periods of sickness absence on full pay followed by half pay, according to the length of recognised continuous Local Government service. There is a minimum of one month on full pay and one month on half pay, rising to a maximum of six months on full pay and six months on half pay after five years' service.</li> </ul>
<b>Training and Development</b>	<ul style="list-style-type: none"> <li>• Training and Development has a high priority in the Authority. It is seen as a continuous process and you will be encouraged to develop relevant skills. You may be offered financial or other assistance where appropriate and subject to affordability.</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• The Fire Authority is committed to providing equality of opportunity in employment and service provision.</li> </ul>
<b>Additional benefits</b>	<ul style="list-style-type: none"> <li>• Employee Assistance Programme</li> <li>• Access to Health Cash Plan</li> <li>• A competitive pension scheme</li> <li>• Access to Blue Light Discount at 100s of stores &amp; events</li> <li>• Access to Health Shield Perks Discounts</li> <li>• Family friendly policies – including flexible working</li> <li>• Great Learning &amp; Development Opportunities</li> <li>• 28 days annual leave each year plus bank holidays, increasing with long service</li> <li>• Parking (site specific)</li> </ul>



	<ul style="list-style-type: none"> <li>• Flexible, agile, hybrid working</li> </ul>
<b>Legal Right to Work in the UK</b>	<ul style="list-style-type: none"> <li>• Asylum and Immigration legislation requires all employers to obtain proof that prospective employees have a legal right to work in the United Kingdom. You will therefore be asked for a National Insurance number and documentary evidence such as a valid passport or other identity documents.</li> </ul>
<b>Other Employment</b>	<ul style="list-style-type: none"> <li>• You must notify the Authority if you hold or take up other employment, to meet the requirements of the Working Time Regulations, and must limit your working hours over all employment to 48 hours per week on average.</li> </ul>

# Job Description

**DEPARTMENT: SUPPORT SERVICES**

**ROLE: COMMERCIAL AND PROCUREMENT LEAD**

**Responsible to: Head of Commercial and Business Support**

## **Job Purpose:**

To efficiently and effectively support the procurement of goods, services and works, for Cambridgeshire Fire and Rescue Service ensuring compliance within the legal parameters of the Public Procurement Regulations and achievement of Value for Money for the Authority.

Liaise with stakeholders to provide commercial advice and recommendations on matters relating to procurement, from pre- procurement stage, commercial activity and subsequent effective management of contracts.

**Salary grading: MB1**

## **Main Duties & Accountabilities**

- Support an efficient and flexible procurement service which will achieve optimum value for money, cost savings and quality of service whilst delivering in accordance with the latest Procurement Regulations, Authority Policies and Best Practice.
- Engaging with departments and key stakeholders to support improvements to ways of working to enhance engagement with the procurement function across the organisation, whilst ensuring that budget holders comply with regulations, best practice, support organisational and national objectives.
- As a category lead, ensuring a consistent service is provided, working methodically to ensure a good commercial relationship is established between budget holders to ensure a smooth and effective procurement process. To provide to stakeholders an understanding of the relevant market conditions, procurement options available as well as advise on potential supply chain risk and vulnerability.
- Delivering compliant procurement activities, ranging from Low Value to Finder Tender Service (replacement for OJEU) and National Frameworks for new and existing requirements, managing all aspects of the procurement lifecycle to ensure best practice, responsible and ethical delivery and management of contracts, whilst ensuring all documentation is current and valid for transparency and auditing purposes.

- Support and promote appropriate procurement strategies addressing the needs of the Authority and category requirements. To work with key stakeholders to identify potential savings opportunities to deliver value for money by the consolidation of disaggregate spend within the category lead's category.
- Identify potential for commercial and reputational risks within the category and report accordingly.
- Ensure end users requirements deliver cost effectiveness for the Authority taking account of whole life costs and Corporate Social Responsibility/ Sustainability, social value and identifying potential risks with Modern Slavery, whilst always demonstrating effective use of public funds.
- Undertake analysis of relevant financial data, review the contract register to identify, forecast, improve and implement changes to contracts and future purchases which enable savings opportunities and potential cost reduction.
- Work with other Public Sector bodies and partner organisations to identify collaboration opportunities within the categories. Engagement with National Fire Chiefs Council Procurement Hub, supporting the National Agenda for all procurement projects that offer benefits to both the Authority and wider Blue Light Organisations.
- To deliver awareness sessions and guidance for all staff in line with procurement regulations and internal procurement guidance, to increase the commercial awareness across the Authority.
- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

## **CORPORATE ACCOUNTABILITIES (applicable to all personnel)**

### **1. Equality and Inclusion**

- Support and promote the Service's statement, policies and procedures on Equality and Inclusion in employment and service delivery.

### **2. Health, Safety and Risk**

- Ensure that health, safety and risk issues are factored into all areas of activity
- Support and promote the Service's Health and Safety policies and procedures to maintain a safe and healthy working environment.

### **3. Personal Development**

- Responsible for updating own practices and professional knowledge.
- Undertaking personal development activities as agreed with line manager.

### **4. General**

- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

## **OTHER GENERAL REQUIREMENTS OF THE JOB**

### **1. CPD**

- The post holder must be willing to continuously develop their professional knowledge, experience and understanding.

### **2. TRAVEL**

- Travelling across the county may be required to facilitate the effective delivery of the role and to participate in meetings etc.

# Person Specification

**Job Title: Commercial and Procurement Lead**

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
<b>QUALIFICATIONS/ EDUCATION</b>	Professional qualification and/or Member of or working towards MCIPS	X		Application
	Professional Diploma - Chartered Institute of Purchase & Supply		X	Application
	Professional Diploma - ILM or CMI Management Level 5		X	Application
<b>KNOWLEDGE</b>	Requires a Good knowledge of the European, UK and Public Procurement Regulations, principles of GPA and WTO Parameters. New Procurement Regulations due to come into effect.	X		Application & Selection Process
	Previous Experience of the use of e-tendering portals		X	Application & Selection Process
	To fully understand and demonstrate the supply chains, risk and vulnerability		X	Application & Selection Process
	Demonstrate a good understanding of the principles of Project Management		X	Application & Selection Process
	Commercial Awareness within a Public Sector Environment and the Emergency Services	X		Application & Selection Process

<b>SKILLS</b>	Demonstrable experience in the examining, advising and negotiating on contracts	X		Application & Selection Process
	Clear and concise written and spoken communication skills	X		Application & Selection Process
	To be proficient in Microsoft based packages, including Sharepoint, word and excel to manipulate and interpret numerical data, along with familiarity of Teams.	X		Application & Selection Process
	Ability to calculate and evaluate numerical data	X		Application & Selection Process
	To advise, persuade or negotiate within the confines of the regulations	X		Application & Selection Process
	Excellent negotiation skills to bring about discussion and settlement		X	Application & Selection Process
	In-depth experience of an e-tendering portal such as Contracts Finder, Finder Tender, Delta e-sourcing, Blue light etc to provide an auditable tendering mechanism	X		Application & Selection Process

	Strong organisational skills, able to autonomously prioritise work effectively and deliver to deadlines under pressure	X		Application & Selection Process
<b>EXPERIENCE</b>	Demonstrable in-depth experience of running and managing complex procurement processes.	X		Application & Selection Process
	Experience to influence decisions for example appropriate routes to market.		X	Application & Selection Process
	Post holder would be expected to demonstrate working to guidelines but without boundaries to achieve it.	X		Application & Selection Process
	Adept at working as a team member or working independently when required	X		Application & Selection Process
<b>GENERAL</b>	Successful applicants will be required to complete a standard or enhanced Disclosure and Barring Service (DBS) check as part of the pre-employment checks	X		Pre-employment Stage
	Full, Clean UK Driving Licence*	X		Application

\*Reasonable adjustment will be made for those candidates who may have a disability under the Equality Act 2010. However, it is essential that the successful candidate can travel to any part of the county when required

# Introducing the leadership development framework

The framework is built around the four quadrants shown below and is measured at four levels, with each level building on the previous one.

The critical feature of our leadership development framework is that it is relevant to

all roles within the organisation and uses defined and observable statements to assess potential and performance.

It is worth noting that our leadership development framework is very similar to the one produced by the National

Fire Chiefs Council (NFCC). We had produced our own prior to the national one being published. To balance consistency nationally and our individual leadership development aspirations, we have created a hybrid version of the two.







# What we believe in

## What we do

### Trust

- I talk straight
- I do what I say I will do
- I genuinely listen to others

### Respect

- I praise and give credit to others
- I help others to succeed
- I value all people equally

### Results

- I try to improve things
- I seek feedback and I act on it
- I get the right things done

### Commitment

- I get the job done but not at others' expense
- I show loyalty for the Service, not just my own area
- I support decisions

### Honesty

- I admit if I'm wrong, graciously
- I challenge inappropriate behaviour
- I'm open and honest

