



CAMBRIDGESHIRE
FIRE & RESCUE SERVICE

**MAKE A
DIFFERENCE.**

**BE THE
DIFFERENCE.**

COMMERCIAL TEAM LEADER

**PREVENT
PROTECT
RESPOND**

A message from our **Chief Fire Officer**



Thank you for considering a role with Cambridgeshire Fire and Rescue Service.

At CFRS, our purpose is simple and meaningful: to protect, prevent, and respond. Whether you're working on the frontline or in a professional support role, this shared mission connects every member of our team. It's what drives us to keep communities safe, reduce risk, and be there when it matters most.

Being part of CFRS, regardless of the role you play, is more than responding to emergencies. It's about making a difference every day, being part of something bigger and contributing to a Service that people trust and value.

We're proud of the culture we've built. In our most recent engagement survey, 88% of our people said they're proud to work for CFRS, and 84% agreed that everyone is welcome. Our teams describe the organisation as welcoming, supportive, and inclusive and we work hard to make that a reality, every day, for everyone.

People join CFRS for different reasons - whether it's a desire to help others, give back to the community, develop new skills, or be part of a close-knit team. Whatever your motivation, you'll find a place here where your contribution matters and where you're supported to grow and thrive.

If you share our commitment to protecting people, preventing harm, and responding with care and professionalism, we'd be proud to have you as part of our team.

Matthew Warren

A handwritten signature in black ink, appearing to read 'Matthew Warren'. The signature is fluid and cursive, written over a light grey background.

Chief Fire Officer

Our values

Being part of CFRS means joining a team that cares - about the work we do, the people we serve, and each other.

Our Service Values of Welcoming, Respectful and Professional are not just words. They shape how we treat one another, how we serve our communities, and how we carry out our work each day.

We welcome difference, treat people with respect, and take pride in doing things properly. Whether you're responding to an emergency, delivering fire prevention advice, or supporting others behind the scenes, these values guide how we protect people, prevent harm, and respond when it matters most.

If our values connect with you and you're looking for a career where your contribution matters, you'll thrive in a role that's built on trust, respect, and purpose.

Values and Behaviours



 Welcoming	 Respectful	 Professional
I am welcoming and inclusive.	I treat everyone with dignity and respect.	I always act with integrity and am accountable for my behaviour, actions and words.
I consider and support my colleagues' wellbeing.	I embrace diversity and difference.	I communicate clearly and listen attentively.
I appropriately address language and behaviours that are not in line with our values.	I am mindful of my impact on others.	I am open and receptive to feedback.

What we do

At CFRS, our purpose is clear and powerful: to protect people, prevent harm and respond when we're needed most. It's more than a saying - it shapes everything we do.

- Protect – We work with our communities to identify and reduce risks, safeguard vulnerable people, and support resilience across homes, businesses, and public spaces.
- Prevent – Through education and outreach, we aim to stop incidents before they happen - from fire safety visits to road safety campaigns and community engagement.
- Respond – When emergencies do happen, we act swiftly and professionally - whether it's fires, road traffic collisions, floods, or other incidents.

This purpose unites everyone at CFRS - from firefighters on the frontline to those behind the scenes. No matter your role, you'll be helping to deliver a trusted public service that saves lives, reduces harm, and supports our communities to thrive.

Prevent

We're always available to respond if there's an emergency, but our work focuses on stopping fires from happening in the first place. Our community safety work is a priority and we help those most at risk of a fire in the home.

Protect

It's not just in the home where fire safety is important. All non-domestic premises by law must have fire risk assessments carried out by the owners or a responsible person. This is to ensure that employees and any visitors are as protected as they can be from fire and that they could evacuate safely.

Respond

Our crews of highly trained firefighters are ready to respond when needed - not just to fires, but to a wide range of emergencies. Each year, we attend around 1,500 fires, 400 road traffic collisions, and over 600 other incidents, including flooding, animal rescues, chemical spills, and water rescues.



JOB ADVERT: **Commercial Team Leader**

Contract: Permanent

Location: Huntingdon (hybrid working)

Salary: £51,220 - £54,371 pa plus excellent benefits and hybrid working

About the Role:

This is an exciting opportunity to help shape and deliver the organisation's commercial and procurement strategy. You will drive key initiatives that support the strategic direction of the service, ensuring effective routes to market and robust contract management.

Working closely with Commercial Category Leads, you will provide guidance and oversight to ensure procurement activity is delivered effectively, transparently and in line with organisational priorities. You will also develop and communicate clear procurement plans so that colleagues understand requirements throughout the procurement and contract management lifecycle. In addition, you will collaborate closely with the Head of Commercial.

As part of a high-performing commercial team, you will champion continuous improvement in procurement processes and contract management, helping to deliver value for money and efficiencies for the organisation and the taxpayer. You will work with key stakeholders and partner organisations to identify collaborative opportunities across blue light services, while also supporting the identification and management of supply chain risks to strengthen organisational resilience.

About You:

Everyone is welcome at CFRS and we're committed to building a diverse, inclusive and professional support team. The experience required in this role includes:

- Professional qualification and/or Member of or working towards MCIPS (Min level 5 completed)
- Professional Diploma - Chartered Institute of Purchase & Supply
- Good knowledge of the Procurement Act 2023 and Previous Regulations PCR 2015, principles of GPA and WTO Parameters.
- Previous Experience of the use of e-tendering portals
- Commercial Awareness within a Public Sector Environment and the Emergency Services
- Demonstrable experience in the examining, advising and negotiating on contracts
- Be proficient in Microsoft based packages, including Sharepoint, word and excel to manipulate and interpret numerical data, along with familiarity of Teams.
- Able to calculate and evaluate numerical data
- Able to advise, persuade or negotiate within the confines of the regulations
- In-depth experience of an e-tendering portal such as Central Digital Platform, Contracts Finder, Finder Tender, Delta e-sourcing, Blue light etc to provide an auditable tendering mechanism
- Strong organisational skills, able to autonomously prioritise work effectively and deliver to deadlines under pressure
- Demonstrable in-depth experience of running and managing complex procurement processes.
- Adept at working as a team member or working independently when required

How to Apply

To apply for this opportunity please read the Recruitment Pack and complete an EDI Form and send your CV and covering Letter (detailing your suitability for the role and ideally examples of previous campaigns/work) to recruitment@cambsfire.gov.uk *Please note any CVs submitted without a Covering Letter will not be considered.

Closing Date: 12noon 1st April 2026

JOB DESCRIPTION: **Commercial Team Leader**



DIRECTORATE: Commercial Team

ROLE: Commercial Team Leader

Responsible to: Head of Commercial

Responsible for: Commercial Category Leads

Job Purpose:

The postholder must be able to drive initiatives forward and successfully and positively support the strategic direction of the service in relation to appropriate routes to market, robust contract management, guidance and day to day management of the Commercial Category Leads

The role will support continuous improvement through procurement procedures and contract management to ensure a high performing commercial team delivering continued value for money and efficiencies through effective procurement and contract management that is transparent for the organisation, key stakeholders and the tax payer.

The role is responsible for defining and communicating innovative procurement plans ensuring other functional areas are clear on what is required through the procurement planning, delivery and contract management stages.

The postholder must work with the team and key stakeholders to actively seek and support collaborative opportunities across all blue light organisations. The postholder must work with the category leads and Head of Group to identify supply chain risk and vulnerability for the organisation and develop strategies to minimise these.

Main Duties & Accountabilities

- To Deliver high value and complex procurements, managing the procurement lifecycle, 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
- To work with the commercial category leads to ensure an efficient and flexible commercial service which will achieve optimum value for money, efficiencies and quality of service whilst delivering in accordance with the Procurement Act, Authority Policies and Procedures and Commercial and Contractual Best Practice
- Engaging with departments and key stakeholders to support improvements to ways of working to enhance engagement with the commercial function across the organisation, whilst ensuring that budget holders comply with regulations, policies and best practice to support organisational and national objectives
- Support and promote appropriate procurement strategies and policies 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 leads' categories.
- 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.



JOB DESCRIPTION: **Safeguarding Coordinator**



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.

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 work closely and deputise for the Head of Group, which will involve attendance at meetings and events.

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)

Equality, Diversity and Inclusion & Safeguarding

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

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.

Development

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

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

CPD

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

TRAVEL

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



PERSON SPECIFICATION: **COMMERCIAL TEAM LEADER**



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
QUALIFICATION S/ EDUCATION	Professional qualification and/or Member of or working towards MCIPS (Min level 5 completed)	X		Application
	Professional Diploma - Chartered Institute of Purchase & Supply	x		Application
	Professional Diploma - ILM or CMI Management Level 5		X	Application
KNOWLEDGE	Requires a Good knowledge of the Procurement Act 2023 and Previous Regulations PCR 2015, principles of GPA and WTO Parameters.	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



PERSON SPECIFICATION: OPERATIONAL POLICY OFFICER



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
SKILLS	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 Central Digital Platform, 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



PERSON SPECIFICATION: OPERATIONAL POLICY OFFICER



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
EXPERIENCE	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
GENERAL	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



Terms & Conditions



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.

Location

The successful applicant will be based in Huntingdon but will be required to travel to other sites in Cambridgeshire and out of County.

Salary

£51,220 - £54,371 pa plus excellent benefits and hybrid working

Payment is normally made 7 days before the last working day of the month by BACS transfer to your bank or building society account.

Type of Contract

Permanent

Hours

37 hours per week

A flexible approach can be taken when making local agreements around working hours. This will be agreed with the line manager.

Probation Period

There is usually a probationary period of 6 months

Offer Subject to

Completion of Medical Questionnaire/Medical Examination.

Receipt of references satisfactory to the Authority.

Evidence of right to work in the UK (including Settled Status or Pre-Settled Status for most EU citizens)

Requirement to complete a standard or enhanced Disclosure and Barring Service (DBS) check



Terms & Conditions cont.



Pension

Membership of the Local Government Pension Scheme, this is funded by contributions both from you and the Fire Authority. Your contribution 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

Annual Leave

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).

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.

Sickness

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.

Training & Development

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

Equal Opportunities

The Fire Authority is committed to providing equality of opportunity in employment and service provision.



Thank you for your interest in joining Cambridgeshire Fire and Rescue Service.

We're proud to be a Service that values dignity, respect, and equal opportunity for all. If you have any conditions - whether diagnosed or not - that may affect any part of the recruitment process, please let us know. This could include physical or mental health conditions, or anything related to neurodiversity.

Sharing this information is completely confidential and will not affect how your application is assessed. It simply helps us ensure that any reasonable adjustments can be made to support you through the process.

If you're successful, you won't just be joining a Service - you'll be joining a team that makes a real difference every day.

We wish you the very best of luck.

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**CAMBRIDGESHIRE
FIRE & RESCUE SERVICE**
Working together to improve community safety