



**CAMBRIDGESHIRE  
FIRE & RESCUE SERVICE**

**MAKE A  
DIFFERENCE.  
BE THE  
DIFFERENCE.**

**DOCUMENT CONTROL AND  
GOVERNANCE MANAGER**

**TWO YEAR FIXED TERM CONTRACT**

**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'.

**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



| <br>Welcoming | <br>Respectful | <br>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 DESCRIPTION: Document Control and Governance Manager

Department: Digital

Reports to: Assistant Director – ICT and OHU

## Job Purpose

To lead the development and implementation of a corporate document control and information governance framework, ensuring that all organisational documentation is managed, controlled, and compliant with statutory, regulatory, and organisational requirements, with clear ownership of standards, lifecycle management, and risk mitigation.

| Main accountabilities                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Develop and own</b> the organisation-wide document control and information governance framework, establishing standards, policies, and procedures to ensure consistent management of information assets.                                                     |
| Define and enforce document management standards within SharePoint, ensuring appropriate classification, storage structures, metadata, and lifecycle controls.                                                                                                  |
| <b>Exercise governance oversight</b> to ensure a single source of truth for all controlled documents, eliminating duplication and managing version integrity across the organisation.                                                                           |
| <b>Lead compliance monitoring and assurance activity</b> , including auditing adherence to policies, identifying risks, and implementing corrective actions.                                                                                                    |
| <b>Provide expert advice and guidance</b> alongside the Data Protection Officer, Head of Data and Intelligence and Data Quality Officer, to senior stakeholders, managers, and staff on document governance, information management, and regulatory compliance. |
| <b>Collaborate strategically</b> with the Data Protection Officer, Head of Data and Intelligence and Data Quality Officer to ensure alignment with data protection legislation, retention schedules, and data quality standards.                                |
| <b>Define and control access frameworks</b> , ensuring appropriate permission structures that balance security, confidentiality, and operational accessibility.                                                                                                 |
| <b>Oversee document lifecycle management</b> , including review cycles, archiving, and disposal, ensuring compliance with legal and organisational requirements.                                                                                                |
| <b>Provide guidance, training, and support</b> to staff on document control processes and SharePoint best practice.                                                                                                                                             |
| 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: **DOCUMENT CONTROL AND GOVERNANCE MANAGER**

| CORE COMPETENCIES | CRITERIA                                                                                                                                                                                                                                           | ESSENTIAL | DESIRABLE | MEASUREMENT                     |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------------------|
| QUALIFICATIONS    | Degree or equivalent experience in Information Management, IT, Business Administration or related field                                                                                                                                            | X         |           | Application                     |
|                   | Information Governance / Records Management qualification, or equivalent relevant experience                                                                                                                                                       | X         |           | Application                     |
|                   | Data Protection (e.g. GDPR) certification                                                                                                                                                                                                          |           | X         | Application                     |
| KNOWLEDGE         | Advanced knowledge of information governance frameworks, records management, and document control principles                                                                                                                                       | X         |           | Application & Selection Process |
|                   | Working knowledge of data protection legislation (e.g. GDPR) and compliance requirements                                                                                                                                                           | X         |           | Application & Selection Process |
|                   | Understanding of enterprise document management systems (e.g. SharePoint architecture, permissions, metadata structures)                                                                                                                           | X         |           | Application & Selection Process |
|                   | Knowledge of information lifecycle management and retention policies                                                                                                                                                                               | X         |           | Application & Selection Process |
|                   | Awareness of information security principles and risk management                                                                                                                                                                                   |           | X         | Application & Selection Process |
|                   | Knowledge of accessibility standards under the Public Sector Bodies Accessibility Regulations 2018, including how these apply to the creation, formatting, storage, and sharing of accessible documents within SharePoint or equivalent platforms. |           | X         | Application & Selection Process |
| SKILLS            | Ability to design, implement, and embed governance frameworks across an organisation                                                                                                                                                               | X         |           | Application & Selection Process |
|                   | Strong analytical and evaluative skills to assess compliance, identify risks, and recommend improvements                                                                                                                                           | X         |           | Application & Selection Process |

# PERSON SPECIFICATION: **DOCUMENT CONTROL AND GOVERNANCE MANAGER**

| CORE COMPETENCIES | CRITERIA                                                                                                                                                  | ESSENTIAL | DESIRABLE | MEASUREMENT                     |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------------------|
| SKILLS            | Highly developed influencing and negotiation skills, including the ability to collaboratively resolve non-compliance and drive behavioural change         | X         |           | Application & Selection Process |
|                   | Ability to communicate complex governance requirements clearly to non-technical stakeholders                                                              | X         |           | Application & Selection Process |
|                   | Ability to plan and prioritise governance activity over medium- to long-term cycles                                                                       | X         |           | Application & Selection Process |
| EXPERIENCE        | Experience of leading or managing document control or information governance frameworks across a department or organisation                               | X         |           | Application & Selection Process |
|                   | Experience of interpreting and applying regulatory or legislative requirements into operational practice                                                  | X         |           | Application & Selection Process |
|                   | Experience of working cross-functionally to influence compliance and standardisation                                                                      | X         |           | Application & Selection Process |
|                   | Experience of undertaking audits, compliance reviews, or assurance activities                                                                             |           | X         | Application & Selection Process |
| GENERAL           | Flexible approach with the ability to travel throughout the County to carryout requirements of job, potentially at short notice*                          | X         |           | Selection process               |
|                   | 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 checks           |
|                   | Understanding of and commitment to Equality & Inclusion in the workplace                                                                                  | X         |           | Evidence in interview           |



# 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 - £53,300 pa

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

Two Years Fixed Term

## 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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*Working together to improve community safety*