



**CAMBRIDGESHIRE  
FIRE & RESCUE SERVICE**

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

**PROPERTY SERVICES AND  
MAINTENANCE MANAGER  
TWO YEARS 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: **PROPERTY SERVICES AND MAINTENANCE MANAGER**



**Directorate: Property Group**

**Responsible to: Property & Estates Manager**

**Responsible for: Line Management Responsibilities**

## **Job Purpose**

To organise, support the management and development of the property estate to meet requirements of a modern-day fire and rescue service. Taking Into account the requirements of the IRMP & condition of estate continuing to maintain CFRS position as an excellent FRS

## **Main Responsibilities**

Provide a comprehensive strategic survey, repair and maintenance service programme. Throughout the estate assessing and ensuring it is fit for purpose ensuring work is carried out to high standards providing value for money. The condition survey with in turn inform the fire authority as part of its capital investment programme.

Manage all budgets associated with premises maintenance/cleaning amounting to circa 1.1m. Also supporting the execution and management of the capital works programme with budget circa 1.3m of station improvement projects by providing insight to support the delivery priority. To assist with the tendering process for premises contracts ensuring that Fire Service and Government Financial Regulations are complied with.

Manage the day-to-day activities of property engineering/cleaning team members to ensure that a prioritised, efficient and effective service is provided. Recruit, motivate, train and develop staff to maintain an effective workforce capable of meeting its service objectives. Use technology and systems to review processes and implement changes to improve visibility, efficacies and delivery across the department.

Ensure that all property records are maintained in accordance with appropriate legislation, including health and safety considerations and statutory responsibilities. Monitoring of energy usage in respect of co2 emissions to allow carbon footprint to be accurately calculated. Maintain financial records. Monitor, analyse and provide monthly reviews for budgets and providing insight to the sustainability board.

Liaise, consult and build meaningful relationships with Service Stations and Groups to provide a customer – focused delivery of maintenance and improvement works. Produce intelligence that shapes the plans for future estates work. Carry out regular visits to stations to understand customer requirements and proactively reduce revenue expenditure.

Oversee the Estates and Property Manager role during periods of absence. Prepare the foundations/systems/process develop to feed into strategic planning. Contribute to the NFCC national forum matters relation to property and estates. Taking into account national direction and providing information about the operation and improvements within CFRS. To ultimately improve the efficiencies to align with other UK FRS premises.

Undertake the Project Management role for all maintenance and new works projects within the Property Group revenue budget as well supporting the delivery of the capital works programme which values will range between 50K to 10m



# JOB DESCRIPTION: **PROJECT MANAGER**



To develop and implement property policies and procedures for the group. Ensure safe working practices and easy access of robust guidance for staff to follow. Standardise documents to be easily uploaded and accessed via internal service wide ICT platforms.

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:



| CORE COMPETENCIES            | CRITERIA                                                                                                                                          | ESSENTIAL | DESIRABLE | MEASUREMENT                                   |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------------------------------------------|
| QUALIFICATIONS/<br>EDUCATION | IOSH or Equivalent                                                                                                                                | X         |           | Application form                              |
|                              | Level 5 in Management                                                                                                                             |           | X         | Application form                              |
|                              | IWFM- Level 4 or above                                                                                                                            |           | X         | Application form                              |
| KNOWLEDGE                    | Knowledge & Understandings of Planning and Building Regulations                                                                                   |           | X         | Application form AND/<br>OR selection process |
|                              | Knowledge of the principles of sound financial management with the ability to effectively forecast and monitor expenditure to keep within budgets | X         |           | Application form AND/<br>OR selection process |
|                              | Understanding procurement regulations                                                                                                             |           | X         | Application form AND/<br>OR selection process |
|                              | Experience in managing multiple contracts and service arrangements                                                                                | X         |           | Application form AND/<br>OR selection process |
|                              |                                                                                                                                                   |           |           |                                               |
| SKILLS                       | Interpersonal skills                                                                                                                              | X         |           | Application form AND/<br>OR selection process |
|                              | Understanding of property plans, drawings and associated documents for interpretation                                                             | X         |           | Application form AND/<br>OR selection process |
|                              | Ability to communicate orally and in writing in a clear, concise and articulate way                                                               | X         |           | Application form AND/<br>OR selection process |
|                              | Proven ability to manage a demanding workload and to work to tight deadlines                                                                      | X         |           | Application form AND/<br>OR selection process |
|                              | Ability to use computer/IT systems and applications to a competent standard                                                                       | X         |           | Application form AND/<br>OR selection process |
|                              | Review /adapt and have an understanding of CAFM systems to ensure fit for purpose                                                                 |           | X         | Application form AND/<br>OR selection process |



## PERSON SPECIFICATION:



| CORE COMPETENCIES | CRITERIA                                                                                                                                                  | ESSENTIAL | DESIRABLE | MEASUREMENT                               |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------------------------------------|
| EXPERIENCE        | Experience of managing multiple premises / projects                                                                                                       | X         |           | Application form AND/OR selection process |
|                   | Ability to estimate, measure and calculate resources required for property maintenance                                                                    | X         |           | Application form AND/OR selection process |
|                   | Demonstrable commitment to the principles of equality and fairness                                                                                        | X         |           | Application form AND/OR 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                     |

\*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**

£46,833 pa plus excellent benefits

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 Year 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*