



Gwasanaeth Tân ac Achub  
Fire and Rescue Service

# Procurement Apprentice (leading to Procurement Assistant)

Finance & Procurement Department

**Candidate Information Pack**

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# Welcome from Helen MacArthur, Assistant Chief Fire Officer

When people think of the Fire and Rescue Service, they tend to think of Firefighters responding to emergency calls, and although this is a reality, the roles and responsibilities within North Wales Fire and Rescue Service go far beyond these traditional images.

In addition to Firefighters, the Service employs people in a variety of diverse and challenging roles, and the vital work carried out behind the scenes is just as crucial in helping to make North Wales a safer place to live, work and visit.

Our Finance and Procurement department are an integral function of the fire and rescue service, ensuring the effective operation of the Authority accounts and financial activities in the delivery of the emergency service. The department is responsible for the processing and payment of our staff as well the processing of employee benefits and pensions, payment of supplier invoices and dealing with supplier queries, income collection, the operation of the main Stores, assisting in the purchasing of goods and services and the production of statutory information including the statement of accounts.

The role of Finance and Procurement in a frontline emergency service is stimulating, varied and exciting and involves many diverse tasks and responsibilities, to ensure that the service can continue to protect the communities we serve.

Our core values are about striving for excellence, serving the communities of North Wales and treating people well. We want people with the same values to join our team to help us continue to make North Wales a safe place to live, work and visit. Does this sound like something you could do? We're looking for a Senior Finance Officer – Management Accounting to join our team and ensure we continue to succeed in meeting our objectives.



# Who we are

North Wales Fire and Rescue Service's purpose is to Prevent, Protect, and Respond. To do this we employ more than 850 staff in operational and support roles.

We help to protect an area covering around 2,400 square miles and a resident population of over 700,000 people, as well as hundreds of thousands of visitors who travel in and out of North Wales every year.

On average, we go to around 2,000 fires and 1,000 non-fire emergencies such as road traffic collisions and flooding events every year. We also attend around 2,000 emergency calls that turn out to be false alarms.

We carry out extensive fire prevention work by visiting people in their homes, attending events, engaging with children and young people, and working with partners to educate and inform local communities. We also maintain an active presence in the media, including on social media.

Another part of our work is in a fire safety enforcement role, so we visit businesses and workplaces to make sure that the people responsible for those premises are keeping their fire safety arrangements up to standard.

North Wales Fire and Rescue Service is a professional and friendly place to work. We offer a supportive culture where we work hard to uphold our core values.

You can read more about our Core Values on the next page.

For more information about the Service please visit the [North Wales Fire and Rescue Service website](http://www.northwalesfire.gov.wales).



# Our Core Values



# North Wales; A Place To Live, Work And Visit

Within the region of North Wales is Conwy, Denbighshire, Flintshire, Gwynedd, Wrexham and Ynys Mon (pronounced 'un-iss morn', also known as Anglesey). Each county has something special to offer, whether you are looking for action and adventure or culture and heritage. Living and working in North Wales offers an excellent environment for anyone seeking an enhanced quality of life.

Long regarded as one of the most beautiful places in the UK, the area has much to offer. Being an area of outstanding landscape ranging from extensive sandy beaches and headlands to sheltered valleys, open moors and rugged mountains, there is something for everyone to enjoy. Tourism is a big contributor to the local economy with a wide variety of facilities across the region to attract the different visitors to the area each year, from high adrenaline zip lines, adventure parks and water sports to more relaxing walks exploring towns and countryside or visiting historical and cultural landmarks, including castles.

Whilst North Wales is close to nature and has open spaces close by, it is also well connected to the hustle and bustle of major towns and cities in the North West of England, such as Chester, Liverpool and Manchester. Rail transport links also connect the North Wales coast to major cities across the UK, with direct trains to London (in 3 – 4 hours), Birmingham and Manchester among others.

Food and drink play an important part of Welsh culture with food festivals and farmers markets taking place across the region to showcase the best food and drinks that Wales has to offer. Utilising locally sourced and seasonal produce, including freshly caught fish, tender local lamb, cheese, wine, ales and gin, there are plenty of places to eat catering to different tastes, including fine dining, gastro-pubs and bistro's as well as country pubs, tea rooms and cafés.

As per the 2021 Census, Wales has a population of just over 3.1 million, with approximately 18% of the population being Welsh speakers. The Welsh are passionate about the language, sport and culture with competitive festivals of Welsh music, poetry and art taking place annually - known as an Eisteddfod (pronounced ace-teth-vod). They are cultural festivals held through the medium of Welsh, providing a national stage for music, dance, literature, visual arts and performance. Whilst Welsh language is an important part of an Eisteddfod, the events are inclusive for all people to get involved so you don't need to be a Welsh speaker to attend and enjoy the day. People of all ages and abilities, including Welsh language learners are encouraged to participate in Eisteddfods, with the International Eisteddfod in Llangollen being held annually at the start of August, bringing together participants from all over the world to celebrate the different cultures, music and arts in one place.



# The Role

This is an exciting opportunity to launch your career in procurement with North Wales Fire and Rescue Service. As a Procurement Apprentice, you'll gain valuable hands-on experience and formal training, developing a solid understanding of how procurement supports frontline emergency services. This role is designed to offer you real responsibility from the outset, allowing you to contribute meaningfully while working towards the Chartered Institute of Procurement & Supply (CIPS) qualification — a globally recognised standard in procurement and supply chain management.

We are looking for motivated and ambitious individuals who are eager to learn and contribute to a collaborative team environment. You'll be detail-oriented, able to follow procedures, and confident in working with data, suppliers, and colleagues from across the organisation. Above all, you'll be enthusiastic about a professional career in procurement and supply, making a real difference to your community.

The role is based at our Headquarters in St Asaph Business Park, but we also offer the ability to undertake agile working, where you can work remotely from home, subject to availability, as well as being available to work from other North Wales Fire and Rescue Service locations. This can be further discussed during interview.



# What we can offer you

## Pay

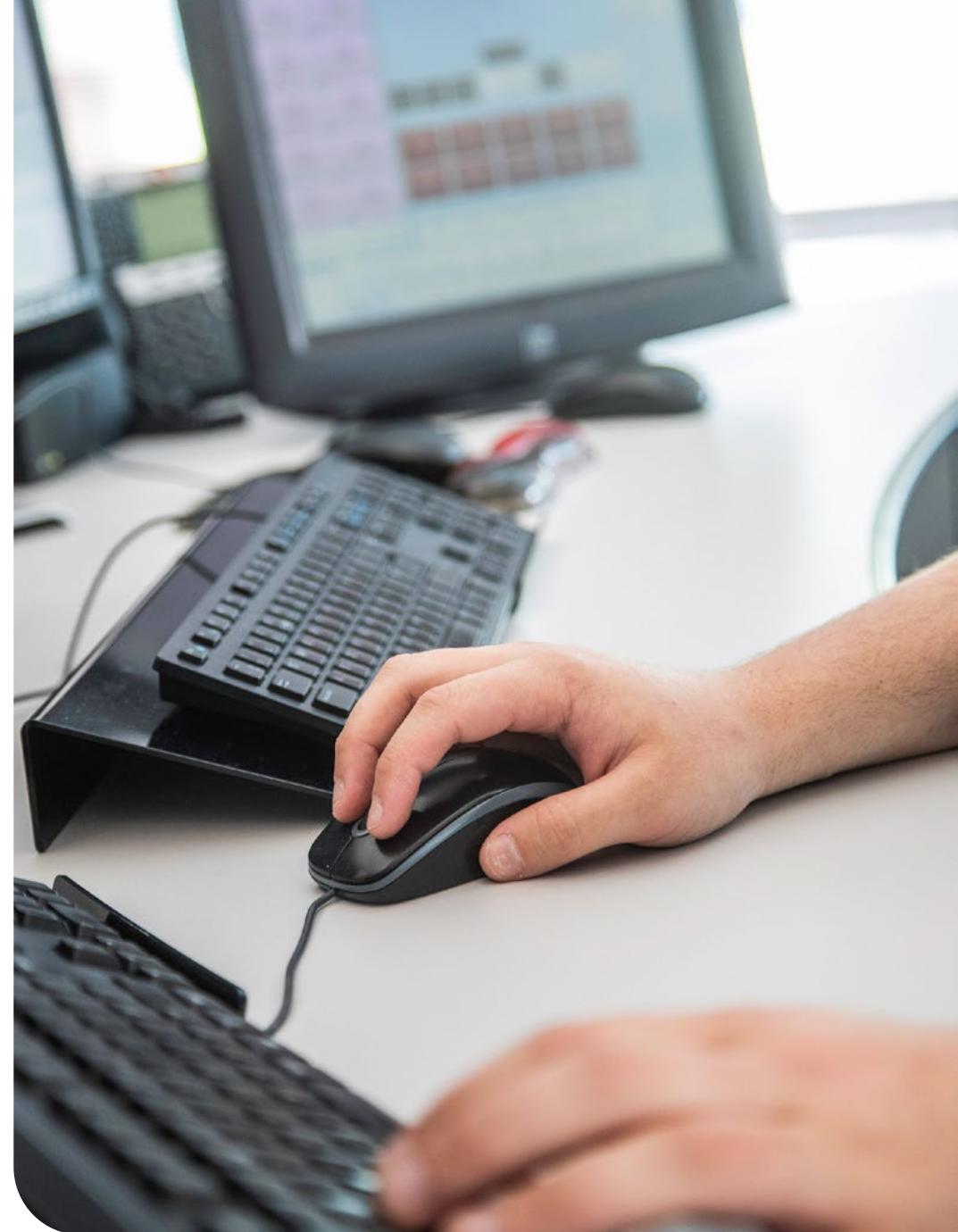
Pathway - NWFRS Grade 3 (£25,584 – £26,409) – rising to Grade 5 (£28,163 – £30,060)

## Hours of work

This position is based on working 37 hours per week on a Monday to Friday basis but we offer a great deal of flexibility and we try as much as possible to support staff to balance their work and home life. We have recently introduced an agile working policy to facilitate virtual and home working where feasible.

## Benefits of employment

- Generous annual leave entitlement, starting at 25 days per year, plus public holidays
- Flexi-time Scheme allowing staff to work flexibly
- North Wales Fire and Rescue Service uniform provided
- Access to the employer contributory Local Government Pension Scheme
- We will provide you with training, support and guidance to develop your potential
- Health, fitness and wellbeing support, including occupational health, colleague support, mental health champions, physical therapies and access to Service gyms
- A range of additional benefits such as cycle to work scheme and access to discounts from hundreds of retailers, leisure and service providers.



# Job Description

<b>Post Title</b>	Procurement Apprentice (leading to Procurement Assistant)
<b>Department</b>	Finance and Procurement
<b>Reports to</b>	Procurement & Contracts Manager
<b>Salary Grade</b>	NWFRS 3 (progression path to NWFRS 5 upon completion of the Commercial, Procurement and Supply Pathway)
<b>Location</b>	Headquarters St Asaph
<b>Hours per week</b>	37

## Overall Job Purpose

The role is a development pathway to becoming the Procurement Assistant within NWFRS. The pathway to this is as follows:

Salary Scale	Requirements	Timescales	Pathway Development
Grade 3	Entry to the role	Commencement of development journey (24 months)	<p>Undertake Level 3 apprenticeship in Commercial Procurement and Supply Chain with Welsh Government.</p> <p>On the job training and exposure to Procurement and contract management of suppliers, including but not limited to initial procurement administration, tender writing, contract negotiations, internal and external communications, as outlined in the duties for the role.</p>

Grade 5	<p>Successful completion of the Level 3 apprenticeship in Commercial Procurement and Supply Chain.</p> <p>Demonstrating competency in the requirements of the Procurement Apprentice role.</p>	Ongoing in permanent role	<p>Demonstrating competency in JD duties at Apprenticeship level and the ability to undertake tasks and duties as identified for the Procurement Assistant role.</p> <p>For confirmation of progression to Procurement Assistant role, review of performance and professional discussion to be undertaken.</p>
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To support key procurement processes, including contract management, supplier communication, data entry and administration. As experience and knowledge grows, the role will develop in terms of duties and responsibilities, gradually moving into supporting more complex and impactful procurement tasks, such as tender writing, contract negotiations, internal and external communications.

## Principal Duties and Responsibilities

1. Support the Procurement and Contracts Manager with a range of day-to-day procurement activities to ensure the smooth operation of the service.
2. Maintain accurate records by assisting with the monitoring and updating of procurement data, including contract registers, procurement pipelines, and performance logs.
3. Assist in the preparation, publication, and monitoring of Invitation to Tender (ITT) documents, including the coordination of supplier queries and ensuring timely responses from relevant departments.
4. Track and record supplier submissions relating to decarbonisation plans and sustainability reports, ensuring these are logged and kept up to date on the relevant registers.
5. Record supplier spend data and live expenditure against contracts and raise any over/under spends with the Procurement and Contracts Manager.
6. Help to organise procurement-related training sessions to internal staff, ensuring learning resources and attendance records are available for the sessions.

7. Attend procurement-related meetings and where required, provide administrative support including recording key actions, decisions, and outcomes.
8. Undertake research into goods and services to support user needs, including identifying potential suppliers and gathering product/service information.
9. Contribute with support to the identification of appropriate procurement routes, including the use and suitability of public sector frameworks.
10. Other duties as required to support the effective operation of the Procurement function within a small, dynamic team.
11. Assist with supplier onboarding processes, ensuring documentation is received, verified, and stored appropriately in line with data protection requirements.
12. Analyse supplier spend data and assist with monitoring live expenditure against contracts, flagging any non-compliance with the organisation's Contract Procedure Rules (CPRs).
13. Coordinate and support the delivery of procurement-related training sessions to internal staff, ensuring learning resources and attendance records are prepared and well managed.
14. Assist in evaluating the capability and suitability of suppliers as part of pre-qualification and tender assessment processes.
15. Contribute to the identification of appropriate procurement routes, including the use and suitability of public sector frameworks.
16. Support compliance with public sector procurement regulations by helping to ensure procedures follow UK Procurement Law and Fire & Rescue Service policy
17. Contribute to social value monitoring, supporting efforts to record and report on community, environmental, and ethical impacts from supplier contracts.
18. Assist in drafting simple procurement reports or dashboards, helping to communicate key metrics like contract compliance, savings, and performance.
19. Support post-contract management, helping to track KPIs, delivery milestones, and performance review meetings with suppliers.

## **Contacts Outside Own Section**

All Fire Service departments, Service locations, stations.

Various suppliers, manufactures and their representatives, purchasing consortiums, other Blue Light Services and Public sector bodies.

## **Language Requirements**

The ability to communicate in Welsh - Level 2 - requires that you can;

Understand the gist of conversations in work. Respond to simple job-related requests and requests for factual information. Ask simple questions and understand simple responses. Express opinions in a limited way as long as the topic is familiar. Understand instructions when simple language is used.

## **Employment Checks / Specific Requirements**

Standard DBS

Safeguarding is the responsibility of all staff, and everyone is expected to be vigilant and proactive in ensuring the safety and well-being of others.

## **Mandatory Training**

Level 3 Commercial, Procurement and Supply Apprenticeship

## **Working Conditions**

Agile Working with home working as deemed suitable.

# Person Specification

## Qualifications Knowledge & Experience

### Essential

The qualities without which a post holder could not be appointed

English and Maths GCSE grade C or above, (or equivalent qualifications) Applicants must be 16+ for this pathway

Good level of ICT skills to include a basic understanding of Microsoft Office applications such as Word, Excel and Outlook and Teams

Ability to use basic technology such as computers and photocopiers

Excellent communication skills, written and verbal

Proactive approach and willingness to continually learn

## Skills & Abilities

### Essential

The qualities without which a post holder could not be appointed

Excellent interpersonal and communication skills both verbal and written

Enthusiastic, willing to learn new skills and keen to take on new responsibilities

Ability to be adaptable to change with flexibility and a positive approach

Ability to prioritise workload, meet tight deadlines, and time manage effectively to respond efficiently and positively under pressure

Have a proactive self-motivated approach, capable of working alone or as part of a team

Flexible approach to tasks within a dynamic service

**Desirable**

Extra qualities which can be used to choose between candidates who meet all the essential criteria

Bilingual in Welsh and English to level 2.

Full UK Driving licence

\*Evidence of qualifications will be requested and verified prior to confirmation of appointment

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the essential criteria.



# Welsh Language Skills

At North Wales Fire and Rescue Service, we believe that in the conduct of public business in Wales, the English and Welsh languages should be treated on the basis of equality.

We pride ourselves on having taken the issue of language seriously over many years. By acknowledging our moral and legal duties to protect the cultural heritage of the area and to meet the expectations of the local community, we also acknowledge the positive service benefits of conducting our public business in both languages. Saving lives and reducing risk are at the heart of our mission - the language issue is vital to its success.

The Welsh language requirement of this post is a level 2 and the required skills are set out below.

Skill Area	Welsh Language Standards Requirements
<b>Speaking / Listening</b>	Having level 2 Welsh skills means that; <ul style="list-style-type: none"><li>• you can give and receive personal details and basic information,</li><li>• make simple job-related requests and say a few phrases about yourself.</li><li>• You can also demonstrate level 1 skills that include correct pronunciation.</li></ul>
<b>Other</b>	Understand our Service commitments in compliance with <a href="#">Welsh Language Standards</a> . <ul style="list-style-type: none"><li>• Work with the Welsh Language Officer to ensure compliance with Standards.</li></ul>

A short Welsh assessment will be undertaken at the start of employment and applicants who don't already speak Welsh to level 2 will have 12 months from appointment to the role to attain this.

We recognise that learning a language takes time and commitment and this requirement is in addition to learning a new role and the successful candidate will be supported to achieve the required level.



# Recruitment Timeline

Recruitment Activity	Date
Closing date:	12:00 noon on 30th July, 2025

## How to Apply

To apply for this post, all candidates must complete our application form to be considered. The application form can be found on the [Current Vacancies](#) page of our website and completed forms should be submitted by email to [recruitment@northwalesfire.gov.wales](mailto:recruitment@northwalesfire.gov.wales)

Please do not submit your CV with the Application Form, as only the information provided within the Application Form will be used at the shortlisting stage.

When completing your application, please familiarise yourself with the job description and the person specification within this information pack so you understand the essential qualifications, skills and attributes for the role. Whether or not you are shortlisted for an interview is based on the information you provide in your application form.

It would be helpful if you could let us know in good time if you would like us to make any reasonable adjustments for you.

Make sure you submit your application before the closing date as late applications will not be accepted.

If you have any issues accessing or completing the application form, please contact the Recruitment team: [recruitment@northwalesfire.gov.wales](mailto:recruitment@northwalesfire.gov.wales) or call 01745 535 281

## Further information

If you have any questions regarding this role or would like an informal chat before applying please call or email Jack Millward on 01745 535250 or [Jack.Millward@northwalesfire.gov.wales](mailto:Jack.Millward@northwalesfire.gov.wales).

We are an equal opportunity employer and welcome applications from all sections of the community. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay. Applications submitted in Welsh will be treated no less favourably than an application submitted in English.

Appointments are conditional upon a valid Right to Work check, satisfactory references and undertaking a Disclosure and Barring Service (DBS) check. Please be aware this check will pick up any spent and unspent convictions or cautions.

Prior to any formal offers being made successful applicants will be required to undertake a Drug and Alcohol Test.