



JOB TITLE:	Procurement Lead – Capability Assets' Managed Service (CAMS) contract
SALARY GRADE:	Grade 16
JE REFERENCE:	A806
DIRECTORATE:	Finance
TEAM:	Procurement
LOCATION OF WORK:	Service Headquarters
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Head of Service - Procurement
LEADERSHIP BEHAVIOUR LEVEL:	Leading yourself

MAIN JOB PURPOSE

The Procurement Lead is responsible for the renewal of the Capability Assets' Managed Service (CAMS) contract, formerly known as the Long-Term Capability Management (LTCM) Managed Service Contract.

The post will last for up to 6 months after contract start to ensure a smooth transition and the contract commencement is due October 2028.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

- ❑ Prepare a detailed plan to procure the CAMS contract, to include identified resources and an initial period to transition from the existing contract and mobilisation of the new contract
- ❑ Design, develop and apply the competitive flexible procedure to procure the managed services contract in compliance with Merseyside Fire and Rescue Authority's Contract Standing Orders for contracts, the Procurement Act 2023 and all relevant legislation.
- ❑ Conduct suitable market research and pre-market engagement proportionate to that expected for a £150,000,000 contract.
- ❑ Prepare all tender documentation for the competitive exercise including the invitation to tender and the model services contract template (>£20,000,000) and all associated schedules (~30). Schedules will include
 - a pricing schedule that is reflective of a partnership working contract (e.g. target costing, pain/gain etc) that links key performance indicators and service credits within the pay mechanism
 - a specification schedule that represents the current service catalogue developed with technical subject matter experts, to ensure that the business need is accurately reflected to deliver the desired outcome
 - a staff transfer schedule as TUPE provisions may apply to the contract.
- ❑ Stakeholder management: relationship management between key stakeholders such as senior officers within MHCLG, Members, Senior Leadership Team, LTCM Contract manager, Professional Service providers, National Resilience Capability teams, and the incumbent Prime Contractor as required
- ❑ Stakeholder mapping that is periodically reviewed.

- ❑ Risk management to prevent issues from arising, addressing the following sources of risk including - compliance, delivery, financial, health & safety, information & security, integration, political, reputational & strategic as well as supply chain due diligence. Review bidders' financial standing
- ❑ Risk register maintenance and escalation of high-level risks to senior stakeholders
- ❑ Procure appropriate professional services e.g. commercial and legal, in support of the design and development of the competitive exercise including the evaluation of tenders and the award of contract; the Procurement Lead chairs the Evaluation Panel
- ❑ Contract manage the professional services providers appointed to include the monitoring of budget and expenditure as well as invoice verification
- ❑ Provide assurance through - attending governance meetings, producing regular updates and reports, sharing financial information and delivering on any assigned actions
- ❑ Manage and resolve any issues that may arise such as conflicting priorities
- ❑ Transfer knowledge and skill to the contract manager to ensure familiarity with the contract and a smooth handover.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:

August 2025

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Procurement Lead – Capability Assets' Managed Service (CAMS) Contract	Team:	Procurement
Salary:	Grade 16	Directorate:	Finance
JE Reference:	A806		

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
	Chartered Institute of Procurement and Supply (CIPS) – Member (MCIPS) or suitable experience	E	A, PD
	Contract Management or suitable experience	E	A, PD
	Project Management e.g. PRINCE 2	D	A, PD
	KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
	Up to date knowledge of current best practice and emerging developments within procurement	E	A, I
	Significant experience of working in a procurement environment	E	A, I
	Experienced in senior procurement management	D	A, I
	Awareness of the legal framework	E	A, I
	Strong commercial awareness	E	A, I
	Budget control and management	D	A, I
	Excellent 3 rd party contract management skills including services	E	A, I
	Proven experience in procurement strategic planning and development, project management and policy development	E	A, I
	Tendering for Goods Services or Works	E	A, I
	SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
	Personal commitment to excellence	E	A, I
	Excellent 3 rd party contract management skills	E	A, I
	Strong written and verbal communication skills	E	A, I
	Excellent interpersonal skills with the ability to manage a wide stakeholder base	E	A, I
	Negotiation skills	E	A, I
	Specification Writing	E	A, I
	Conducting Evaluations	E	A, I
	Contract Drafting	E	A, I
	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS
	Standard Disclosure Barring Service check (verification of unspent criminal records will be undertaken in the in the	E	MFRS

	form of a standard enhanced disclosure barring service check)		
	Role is currently based at MFRA HQ, but travel will be required across the UK on occasion	E	A, I
	Flexibility over working hours may be required to meet the needs of the business	E	A, I

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will complete
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