

**Data and Information Assistant – Fixed Term until 30 June 2020**

 **Starting Salary £18,795 + Benefits**

We have an exciting opportunity for a talented and experienced Data and Information Assistant.

Under the guidance of The Data and Performance Advisor, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

The Service values and respects the diversity of its employees, and aims to recruit a workforce that represents the communities we serve. We welcome applications irrespective of people’s race, disability, gender, sexual orientation, religion or belief, age, gender identity, marriage and civil partnership, pregnancy and maternity.

**Required Skills/Experience:**

* Experience of working with data and information.
* Experience of Using databases and recording systems.
* Proven experience of delivering training of data bases and recording systems.
* Skilled in a variety of administrative tasks and been able to ensure the correct collation, input and transfer of data.

**What we can offer you**

Tyne and Wear Fire and Rescue Service Headquarters are based in a purpose build office in Washington, with ample free parking and easy access from the A1 and A19. On site facilities include catering facilities and an onsite gym. The role also benefits from an attractive package, including up to 22 days holiday and public holidays, Local Government Pension Scheme and access to a range of social and volunteering opportunities.

Closing Date: Thursday 29 August 2019 at 12 noon.

Interviews: Week commencing 11 September 2019

