

**VACANCY**

**ICT COORDINATOR (FIXED TERM UNTIL DECEMBER 2017)**

**SALARY - £20,456 - £22,434**

We have an excellent opportunity for an ICT Coordinator to provide ICT support across the Service to assist in the delivery of exceptional services to our community and key stakeholders.

**The Role**

To undertake ICT support responsibilities and departmental duties which contribute to the provision of an excellent service whilst ensuring the effective use of resources.

**Required Skills/Experience:**

* OHC/HMC or equivalent qualification.
* Excellent working knowledge of Microsoft Office and e-mail systems.
* Experience of hardware fault assessments and monitor trends.
* Display excellent interpersonal skills to enable liaison at all levels, internally and externally.
* Ability to effectively prioritise own workload whilst working to conflicting deadlines.
* Ability to work on own initiative and as part of a team.

**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 41 days holiday, Local Government Pension scheme and access to a range of social and volunteering opportunities.

Closing Date: Friday 12 May 2017 at 12 noon.

Interviews for this position will take place on Friday 19 May 2017.

Please visit <https://www.northeastjobs.org.uk> to apply for this role.

