

**Temporary Data and Information Assistant**

**£17,681 - £18,672**

We have an exciting opportunity for a talented and experienced Data and Information Assistant to coordinate, maintain, process and present data and information, supporting the analytical work of the function.

This role will be responsible for the preparation and production of reports and records relating to Fire and Rescue Service data and information as well as the production of comprehensive tables, charts, maps and documents as required.

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 and using databases and recording systems.
* Experience of data analysis and interpretation using a range of techniques.
* Knowledge of computerised data and information systems.
* Ability to prepare and produce comprehensive reports, presenting complex information in an accessible way.
* Ability to input data and information accurately.
* Delivery of training to small groups of people on data systems and processes.
* Ability to demonstrate effective time management to work to conflicting priorities, meet deadlines and targets.

**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: 13 November 2018 at 9:00**

**Interview date: 21 November 2018**