

**LEARNING AND ORGANISATIONAL DEVELOPMENT ADMINISTRATOR – 6 MONTHS FIXED TERM CONTRACT**

 **£18,870- £20,541 + Benefits**

We have an exciting opportunity for a talented and experienced Learning and Organisational Development Administrator.

The role is to provide administrative support and coordinate activities to ensure the effective delivery of Learning and Development provision for the Service and 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:**

* Use computerised financial information systems (SAP)
* Ability to effectively work to tight deadlines
* Administrative practices
* Prepare and produce comprehensive reports
* Work with Word and Excel
* Diary Management

**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:** 22 November 2018 at 09:00 **Interviews:** Week commencing 26 November 2018

