

**Policy and Improvement Advisor**

**£28,203 - £29,854 + Benefits**

We have an exciting opportunity for a talented and experienced Policy and Improvement Advisor to join us at a time of change across the fire and rescue sector. You ensure our approach is informed by national policy developments, compliant with legislation, and responsive to the recommendations that arise from inspections, audits and efficiency reviews.

Building strong relationships will be important as you lead our input into external consultations, reviews and inspections and help drive our organisation forward. A strategic thinker and team player, you will help us to deliver our vision of Creating the Safest Community**.**

**The Role**

Under the guidance of the Head of Policy and Engagement, this role is responsible for advising, facilitating and managing policy and improvement activities and projects across the organisation. You will have responsibility for the supervision and development of team members and be expected to play a key role in the improvement and development of the Authority’s policies and strategies.

**Required Skills/Experience:**

* Experience of understanding and analysing policy, and an ability to interpret legislation, regulations, inspection and audit outcomes and their implications for the Service
* An understanding of policy development and improvement methodologies, including experience of applying continuous improvement techniques
* Ability to develop and implement key policies and strategies to drive business improvement
* Ability to proactively identify areas for improvement and suggest improvements to processes, procedures and practices
* Knowledge of and ability to apply a range of consultation and engagement techniques
* Good interpersonal skills including the confidence to deal with and influence department heads/senior officers

**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 15th November 2018

Assessments and Interviews will take place on: Wednesday 21 November 2018

We positively welcome applications from all individuals within the community particularly those who are from under-represented groups.

Working towards equality and diversity for the community we serve.

