

**Policy and Research Analyst**

**£23,866 - £25,463 + Benefits**

We have an exciting opportunity for a committed and enthusiastic Policy and Research Analyst to join Tyne and Wear Fire and Rescue Service. Strategically and politically aware, you will provide policy, research and analytical support to key members of the Service and our stakeholders. You will have the ability to effectively develop, monitor, promote and influence policies and strategic plans and to grow and maintain the Service’s credibility and reputation with key external influencers. You will actively contribute to the Service’s vision of ‘Creating the Safest Community’.

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.

**The Role**

As a valued member of the Policy and Engagement Team, the post holder will:

* Develop, promote and influence policy for the Service including, identifying and briefing senior managers on emerging strategic issues and to identify appropriate action owners and follow up responses.
* Provide background analysis and summaries of national strategic developments including legislative change, policy development, government consultations and national publications, draft responses and monitor outcomes.
* Provide support, advice, research and analysis to the Head of Policy and Engagement and the wider Senior Management Team.
* Provide and deliver specialist policy advice on fire service related legislation, policy, publications and undertake consultation exercises both internally and externally.

**Required Skills/Experience:**

* Detailed knowledge of the legislative and parliamentary processes.
* The ability to assimilate and understand complex issues quickly considering the wider political landscape.
* Detailed knowledge of fire service regulations, fire service reform and other policy matters.
* The ability to interpret legislation, regulations, complex written information and political issues.
* Excellent written and verbal communication and numeracy skills as well as the ability to tailor your approach, clarify messages and activities and persevere when needed.
* The ability to work collaboratively with key stakeholders.
* Proven ability to work well in a team.

**What we can offer you**

Tyne and Wear Fire and Rescue Service Headquarters are based in a purpose built office in Washington, with ample free parking and easy access from the A1 and A19. On site facilities include catering facilities and gym. The role also benefits from an attractive benefits package, including up to 41 days holiday, Local Government Pension Scheme, and access to a range of social and volunteering opportunities.

Closing date: Friday 11 January 2019 at 1700 hours.

Interviews: Friday 18 January 2019.

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

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.

