### Community Safety Database Administrator

**Based at: Bedminster Fire Station**

**Contract: Fixed Term Appointment until 28th February 2024**

**Hours: 37 hours per week**

**Salary: Hay 9 (£22,571 – £25,927 per annum)**

**Closing date: Noon on Wednesday 11th May 2022**

An exciting opportunity has arisen to join Avon Fire and Rescue Service as a Community Safety Database Administrator within the Vulnerable Adults team.

The role includes running weekly reports on our Fire Risk Management database, and identifying and correcting flagged information. Administrating changes to permissions within the database including New Starters, Leavers and reflecting changes in role.

As the Community Safety Database Administrator you will be expected to design, plan and deliver training on the system to internal teams, ensuring they understand how to use the system effectively and where necessary producing training guides to help.

You will provide a triage service to any queries that come into the team centrally for concerns relating to the database, and escalate these as necessary.

You will support and provide resilience to other team members within the administrative function, including processing and responding to Home Fire Safety Visit requests.

The successful candidate should possess excellent communication skills, an eye for detail, good computer skills, and be confident in using Microsoft Office packages.

In return, we will offer you 24 days annual holiday (plus public holidays), enrolment into the Local Government Pension Scheme, and access to our Cycle to Work and Childcare Voucher schemes.

To see the full duties of the role and candidate criteria required please see the job description provided.

**How to apply:**

The job description and application is available to download on our website https://www.yesyoucan.careers/. Once you have read the job description please complete the application form telling us how you meet the requirements of the role - tell us how your skills, qualifications and experience match those required for this role, and provide examples wherever you can. The information you give us will assist us in our shortlisting process.

Completed applications must be submitted to Human Resources, Avon Fire & Rescue Service, Police & Fire Headquarters, PO Box 37, Valley Road, Portishead, Bristol BS20 8JJ by the closing date and time. Alternatively, you can email your application to recruitment@avonfire.gov.uk. Late applications will not be accepted.

Please quote job reference number **1416** [JD number] on any communications. Thank you.