



Job Description, Core Values and Person Specification

Job Title	Corporate Assurance Coordinator
Post Number	1128
Grade	HAY 7
Duration of Post	'Permanent'
Directorate	Corporate Services
Unit or Team	Corporate Assurance, Planning and Continuous Improvement (CAP&CI) Team
Reports to	Corporate Assurance and Business Planning Manager
Line management or supervisory responsibilities	No
Responsibility for managing a budget	No
Date job was evaluated	5.3.2022

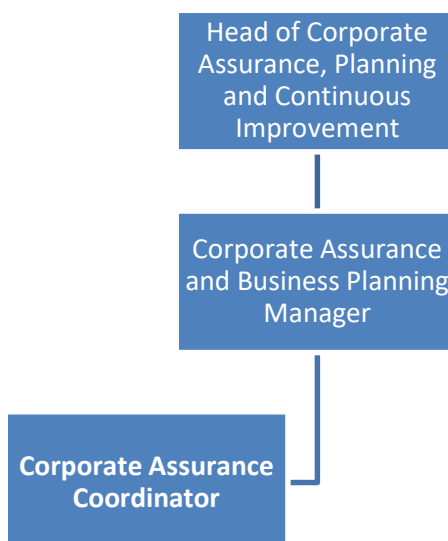
Purpose of Job:

Under the direction of the Corporate Assurance and Business Planning Manager, the post holder will coordinate, collate and report progress against External and Internal Audit recommendations, Directorate projects, and Service-wide improvement plans.

The post holder will also support the Lead officer for Her Majesty's Inspectorate of Constabulary Fire and Rescue Service (HMICFRS) Inspection Process, by compiling evidence, facilitating field visits to stations, arranging interview dates with staff, and coordinating the HMICFRS inspection timetable.

The post holder will also assist lead officers in the management, collation and coordination of confidential and sensitive data and information. This will include assisting with database management in relation to the General Data Protection Regulations, Freedom of Information legislation, and Home Office audit and inspection requirements.

Structure Chart:



Responsibilities and Duties:

1. Monitor and review progress against strategic objectives and targets, including the Home Office Fire and Rescue National Framework, statutory requirements, action plans resulting from audit recommendations and Service wide improvement plans.
2. Coordinate and facilitate the Internal Audit process. Initiate and oversee the Internal Audit action tracker process by obtaining updates on activity, undertaking analysis to identify and mitigate the risk of non-completion of audit recommendations. Produce monthly reports of progress and obtain sign off for completed actions at SLT meetings.
3. Assist in the preparation of corporate self-assessments, including the gathering and collation of evidence to support the lead officer for HMICFRS and also the Internal and External audit process.
4. Initiate and coordinate the monitoring and review process, ensuring timescales are adhered to and targets are met. Collate the information to inform HMICFRS inspection process, and Internal and External audit follow-up process.
5. Monitor and coordinate strategic planning processes: assist with the production of reports for the Fire Authority and the Service Leadership Team, including making recommendations for improvement.
6. Assist with 'horizon scanning' and similar group exercises as well as key events and workshops to enable the Service to meet the demands of the audit and inspection process.
7. Coordinate consultation activities for significant corporate documents such as the Service Plan, Value for Money and Narrative Statement, Annual Governance Statement and the Statement of Assurance.
8. Provide deputising cover for the Corporate Assurance and Business Planning Manager, and work collaboratively to ensure continuity of service.
9. Provide deputising cover for the Corporate Risk Coordinator, and work collaboratively to ensure continuity of service.
10. Provide a deputising role in the absence of the FoI Coordinator, including providing assistance with Subject Access and FoI requests, monitoring and coordination of response and liaising with the Governance and Assurance Manager on all requests for data and information.
11. Direct management and implementation of InPhase software package, or relevant database content. Extract information and produce reports for use by the Senior Leadership Team.
12. Provide administrative support to FOI/GDPR, Collaboration, Business Planning, HMICFRS and Performance Information.
13. Responsible for the secure storage and maintenance of sensitive and confidential data and information, ensuring the release of such information is monitored and controlled.
14. Arrange and coordinate meetings as necessary with Directorate Heads, Unit Managers, Internal and External Audit.
15. Research, identify and recommend improved ICT solutions or adaptations to existing databases, to increase the effectiveness of the Directorate.
16. Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.

Special Notes or Conditions: *These are standard to most jobs within Avon Fire & Rescue Service (AF&RS) – Line Manager and HR to agree which are applicable for this post.*

1. AF&RS requires all staff and leaders to promote equality and diversity by:
 - ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination;
 - treating members of the public and other AF&RS staff with respect, dignity and in line

	with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.		
2.	This role is based at Avon Fire and Rescue Headquarters. However, your duties may also involve travel to other sites and areas.		
3.	If based at Avon Fire and Rescue Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.		
4.	Although you are based at a specific location, for efficiency or other business reasons we may require you to work from any base within AF&RS service area or from home, for which we will pay allowances where appropriate.		
5.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.		
6.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.		
7.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.		
Avon Fire & Rescue Service Core Values			
8.	<p>AF&RS expects all employees to accept and work to our Core Values during the course of their employment. These Values require us all to be:</p> <ul style="list-style-type: none"> • Respectful • Honest • Courageous • Ambitious • Inclusive • Transparent 		
Signed confirmation that this Job Description accurately reflects the requirements of the job:			
Job Holder's Manager		Date	
Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire & Rescue Core Values:			
Job Holder		Date	

See following page for Person Specification

Person Specification					
Job Title	Corporate Assurance Coordinator				
Post Number	1128				
Grade	HAY 7				
Qualifications, knowledge, experience, skills and personal attributes required for the job:					
		E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview		
			A	T	I
Qualifications/Knowledge					
ILM Level 3 qualification in a relevant subject, or equivalent level of theoretical knowledge.		E	X		X
Extensive knowledge of administrative processes, procedures and systems.		D	X		X
Willing to undertake GDPR and Fol related training.		E	X		X
A current driving licence or ability to arrange suitable alternative transport to travel to various work locations		E	X		
Experience					
Experience of managing and monitoring databases and relevant software packages, such as O365.		E	X		X
Experience of handling GDPR and Fol issues.		D	X		X
Experience of analysing business processes, making recommendations for improvement, and implementing resultant change.		D	X		X
Experience of working in a climate of transformation and/or improvement.		D	X		X
Skills					
Excellent communication and interpersonal skills with people at all levels, inside and outside the Service.		E	X		X
Skills for statistical collection, collation, analysis and reporting, and the ability to manipulate and present information and statistics using appropriate software packages.		E	X		X
Strong analytical skills and able to interpret a range of data to inform and make recommendations for improvement.		E	X		X
Ability to review and set up administrative processes and procedures.		E	X		X
Proven organisational skills - able to prioritise, work effectively to (sometimes conflicting) deadlines, and manage time effectively with minimal supervision.		E	X		X

Personal Attributes				
An understanding of fire and rescue services or similar organisation (eg stakeholders, structure and culture).	D	X		X
Adaptable with a flexible approach to work.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X