### Corporate Assurance Coordinator

**Based at: Service Headquarters, Portishead with the flexibility to work from other locations across the Service or remotely**

**Contract: Permanent**

**Hours: 37 hours per week**

**Salary: Hay 7 (£30,095 – £32,798) per annum**

**Closing date: Noon on Monday 4th July 2022**

An exciting opportunity has arisen to join Avon Fire & Rescue Service as a Corporate Assurance Coordinator. We’re looking for someone to support the Corporate Assurance and Business Planning Manager, in ensuring the internal audit programme is delivered within the appropriate timeframe, ensuring time is scheduled appropriately between Auditors and Officers to develop scopes, complete audits and deliver reports.

The successful post holder will manage and implement InPhase software package to help with monitoring and reporting of Internal Audit, Risk Management, Business and Improvement Plans.

The Corporate Assurance Coordinator will provide quality assurance checks for all internal audit reports, action plans and information supplied for inspections. You will also support our HMICFRS inspection process by the collation of information and documentation, facilitating HMICFRS field visits to stations and coordinating the inspection timetable.

To be considered for this role, it is essential you have a Level 3 Qualification in a relevant subject or equivalent level of theoretical knowledge. You must also have experience in reviewing and assessing data and documentation and applying quality assurance measures to ensure accuracy of information.

It is also vital that you are able to engage, influence, build and maintain constructive relationships with a wide variety of stakeholders, both internal and external. You must also have experience of managing and monitoring databases and relevant software packages, such as Office 365.

In return, we will offer you 25 days annual holiday (plus public holidays), enrolment into the Local Government Pension Scheme, and access to our Cycle to Work scheme. Based at our newly developed Headquarters in Portishead, surrounded by a nature trail and memorial garden (for those quiet moments), you will also have access to kitchen, restaurant and coffee bar facilities, multi-gym, sports hall, and free parking.

Please note - as this post is based at our new Headquarters which we share with Avon & Somerset Police, the successful applicant will be required to undergo a security clearance check.

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](mailto:recruitment@avonfire.gov.uk). Late applications will not be accepted.

Please quote job reference number **1128** [JD number] on any communications. Thank you.