### Integrated Risk Management Planning (IRMP) Co-ordinator

**Based at: Service Headquarters, Portishead**

**Contract: Permanent**

**Hours: 37 hours per week**

**Salary: Hay 8 (£26,446 - £29,174) per annum**

**Closing date: Noon on Tuesday 5th July 2022**

An exciting opportunity has arisen to join Avon Fire & Rescue Service as an Integrated Risk Management Planning (IRMP) Co-ordinator. We’re looking for someone to support the Integrated Risk Management Planning (IRMP) Team, with the production of the service plan and associated documents, reports and business cases.

The successful post holder will manage records for service plan actions: monitor and report on progress against the action plan for managerial reports and audit purposes.

The Integrated Risk Management Planning (IRMP) Co-ordinator will gather information from existing sources of information and assist with finding new sources: conduct analysis to identify current and emerging risks, potential performance or efficiency gains.

You will also work with the IRMP Team Leader and Corporate Communications to co-ordinate internal and external consultation on strategic documents with all relevant stakeholders to include: elected members at fire authority and other levels, local businesses, members of staff and the public and provide equality impact assessments.

In order to be considered for this role, it is essential that you possess a Level 4 qualification (e.g. NVQ 4 Higher Apprenticeship etc) in a relevant subject area, or have equivalent level of theoretical knowledge. You must also have project management knowledge. It is important that you have experience of knowledge of emergency planning or emergency services risk management.

It is also vital that you are able to communicate effectively with people at all levels, both verbally and in writing, including preparing and producing reports and evaluations.

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. Late applications will not be accepted.

Please quote job reference number **1599** [JD number] on any communications. Thank you.