### Resource Planning Support Officer

**Based at: Service Headquarters, Portishead**

**Contract: Permanent**

**Hours: 37 hours per week**

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

**Closing date: Noon on Tuesday 12th July 2022**

An exciting opportunity has arisen to join Avon Fire & Rescue Service as a Resource Planning Support Officer. We’re looking for someone to help ensure the Service has sufficient personnel on duty to perform its statutory responsibilities, by recording and analysing information and dealing with queries on the deployment, absences and availability of operational staff, and for applying corporate policies on crewing levels.

The successful post holder will help prioritise day to day work and deal with enquiries promptly and efficiently. Maintain effective liaison with team colleagues to help co-ordinate action and advice on maintaining staffing levels and monitoring absences and training events, to minimise delays and avoid duplication of effort or errors.

The Resource Planning Support Officer will coordinate and programme training events, incorporating key elements of the training cycle. Ensure that all scheduled courses are fully subscribed as far as possible, taking into account operational requirements and staff availability on all watches, to ensure AF&RS receives best value for money. Update FireWatch and the individual’s records.

You will also maintain and monitor attendance management information, including updating information on sickness and RTWI’s. Ensure all ‘Return to Work Interviews’ are submitted, in accordance with the Service’s Attendance Management Policy, using initiative to ensure deadlines are met.

In order to be considered for this position, it is essential that you have relevant administrative experience. It is important that you are able to communicate effectively orally and in writing with a range of staff and external contacts. You must have the ability to work accurately and positively under pressure to meet deadlines, combined with an efficient, methodical approach.

It is also vital that you are computer literate with a good working knowledge of the Microsoft Office, plus experience of compiling/manipulating information in different formats, particularly spreadsheets, and accurately and efficiently inputting data.

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 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 **1595** [JD number] on any communications. Thank you.