Corporate Services Officer

Fire Service Headquarters, Birkenshaw / Hybrid working

**£28,226 to £30,095 per annum**

Do you have a keen eye for detail? Are you an excellent communicator? Great at project management?

You will assist the Head of Corporate Services in maintaining effective governance policies, procedures, processes and controls to manage the Authority’s governance arrangements so as to support business needs and meet legal, risk management and operational requirements. You’ll carry out research and project work for the Corporate Services department across a wide-ranging area of responsibility.

You will have experience in the use of various ICT systems with Level 3 computer qualifications such as ECDL and possession of BTEC Higher National, NVQ Level 4 or equivalent.

Joining a first-rate organisation, you will have the job satisfaction of knowing each day that you are contributing to the success of one of just six metropolitan fire and rescue services in the UK, supporting over 950 firefighters who work round the clock to help people and save lives.

You will have demonstrable experience of working with, and advising on, policy matters, experience of dealing with sensitive and confidential information, and considerable experience of production of detailed reports and/or statistics where accuracy is essential and will have considerable experience in establishing priorities and managing a heavy workload, whilst managing multi projects successfully.

We offer flexible working arrangements, including hybrid working. Whilst you will be required to work from our offices for parts of your initial training, after this you'll work both in the office and from home as part of our 'hybrid' working model.

Therefore, applicants must also have a car available for work purposes with valid business insurance and a reliable home internet connection.

We offer an excellent package, including Local Government Pension Scheme, free parking, 37 hour flexible working week, an employee assistance programme, training and development, sports and social clubs with free use of gym. Job share applicants welcome.

For further details of this and all our vacancies and to apply online please visit **www.wyfs.co.uk/careers**. Closing date for all applications is **Sunday 29th May 2022.**

We are an equal opportunities employer; we value and celebrate equality, diversity & neurodiversity and inclusion. We particularly welcome candidates from communities that are currently under-represented at WYFRS, including women, Black, Asian & Minority Ethnic applicants and applicants with disabilities. We can offer support and adjustments for candidates and staff who experience barriers to work that result from health conditions or Specific Learning Differences, such as dyslexia.

WYFRS is a ‘Real Living Wage’ employer and have been rated ‘good’ by HMICFRS in all areas of our service.