



Corporate Planning and Performance Analyst
Permanent 37 hours per week - Corporate Planning
Joint Communications Centre, Ffordd William Morgan, St Asaph Business Park, St Asaph LL17 0JG
£23,866 - £26,999 per annum

Support the Corporate/Deputy Planning Manager to deliver the Service's corporate planning framework, including strategic and risk reduction planning. Support the delivery of effective systems to measure and improve performance against service objectives and support operational delivery. Provide research and analytical advice and support across the Service and to meet internal and external requirements.

COMPETENCIES TO BE DEMONSTRATED

The role requires applicants who can demonstrate (with evidence) skills in the following areas:

Essential Requirements

- Educated to degree level in related discipline or significant relevant experience.
- Comprehensive skills in the use of information technology including Microsoft Excel and Word and Crystal Reports.
- The ability to undertake research, investigation, accurate analysis and balanced interpretation of a wide range of information sources, to inform decision making.
- The ability to manage time, set priorities, plan and organise own work to meet deadlines.
- Excellent verbal and communication skills including presentation skills to a standard required to work effectively with Service personnel.
- A current valid UK driving licence and the ability and willingness to travel both inside and outside the Service area as and when required.
- Excellent presentation skills with the ability to present information to a range of audiences including senior management.
- The ability to evaluate and interpret research results effectively.
- Ability to assimilate large volumes of data for conversion to useable information, identifying trends as well as discrepancies.
- A proactive and self-motivated approach and an ability to work on own initiative.
- The ability to liaise and engage with a diverse range of service users and partners, promoting and sustaining good working relationships.

Level 2 Welsh - Speaking and Listening (to be achieved within probation period)– Requires that you can;

Understand the gist of conversations in work. Respond to simple job-related requests and requests for factual information. Ask simple questions and understand simple responses. Express opinions in a limited way as long as the topic is familiar. Understand instructions when simple language is used.

Closing date for receipt of application forms is 12.00 noon, 4th June 2018.

The closing date will be strictly adhered to and no exceptions will apply. Further details and application forms are available from the North Wales Fire & Rescue Service website, alternatively from the Human Resources Department on 01745 535280, or by e-mailing Hrdesk@nwales-fireservice.org.uk.

We are an equal opportunity employer and welcome applications from all sections of the community. We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay.

