Job Title: Service Delivery Support Administrator

# Location:

# Pennine Area Admin Hub, Burnley Fire Station, Belvedere Road, Burnley BB10 2AA

# Salary:

Grade 4, Spinal Column Point 9-13, £25,119 - £26,873 (pro-rata)

# Working Arrangements:

18.13 hours per week, flexitime working arrangements

(Proposed pattern Monday, Tuesday, Wednesday am)

# Closing Date:

31 October 2024 at 12 noon,

An opportunity has arisen for an individual to join an inclusive and value driven public sector organisation with an outstanding organisational culture. We offer free car parking, a generous pension and generous annual leave.

You will have 4 GCSE’s Grade A-C or equivalent, one of which should be English Language along with previous office experience and a working knowledge of Microsoft Office and can type / carry out word processing of 35 wpm. You will have excellent verbal communication skills and show initiative and be able to work as part of a team. You must have a flexible approach to work, be able to maintain records accurately and the ability to demonstrate a commitment to equality and diversity.

Please click here for the online application and further information.

Closing date for applications is 12 noon on 31 October 2024 however we reserve the right to close the advert prior to this if sufficient quality applications have been received.

We anticipate interviews to take place w/c 11 November 2024.

This post is subject to a Standard check with the Disclosure and Barring Service.

Diversity Matters at Lancashire Fire and Rescue Service – we want to attract the broadest range of people to work with us and the more diverse the workforce, the better able we are to serve our community. We are committed to equality of opportunity and welcome applications from all individuals regardless of gender, ethnicity, disability, sexuality, social background, religion and/or belief or age. We are proud to be a Disability Confident Employer.

This post has been advertised internally and externally.

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