

## People Services Information Analyst

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Company: East of England Ambulance Service

Location: Norwich

Category: computer-and-mathematical

Great healthcare requires great people. That's why we are doing everything we can to recruit committed, skilled people – and to make sure we support our new and existing employees, so they choose to stay with us.

#WeAreEEAST

We encourage you to ensure that your application relates to the Person Specification (provided as part of the Job Description or as a separate attachment).

Please visit our recruitment support page for advice on completing your application.

### Job overview

**Apply to this advert in order to register your request to take up a Bank or Management Overtime Contract.**

**Qualified Emergency Care Assistant (ECA)(IAP/ECSW/AAP) Bank/Overtime Contract Request**

### Eligibility:

Substantive Internal Front-line Qualified Paramedics

Substantive Front-Line Paramedics who have left the trust within a Maximum of 30 days from application submission date.

### Main duties of the job

**Substantive Internal Front-line ECA/IAP/ECSW/AAP Applicable ONLY**

**Working for our organisation**

**Substantive Internal Front-line ECA/IAP/ECSW/AAP Applicable ONLY**

## **Detailed job description and main responsibilities**

### **Substantive Internal Front-line ECA/IAP/ECSW/AAP Applicable ONLY**

#### **Person specification**

##### **Internal**

##### **Essential criteria**

N/A

N/A

You will be required to hold a full UK manual driving licence with a minimum of 1 years driving experience (maximum of 3 penalty points for minor motoring offences only).

##### **Occupational Health:**

Applicants are advised that EEAST adheres to the recommendations of the Department of Health Medical Advisory Panel relating to health standards for frontline emergency response roles. Please refer to DVLA Assessing fitness to drive – a guide for medical professionals, for detailed information.

##### **Disclosure and Barring Service check:**

This position involves regulated activity which will require a Disclosure and Barring Service (DBS) check at enhanced level with child and adult barred list check.

**References and Employment History:** All references from current and previous employers, will be sought via their Human Resources Department and must cover a minimum of 3 years employment. Therefore, when completing the reference section of your application form, please give the address, telephone number and email address of the Human Resources Department and indicate your current/previous line manager and their departmental details.

**All appointments will be subject to currently having a clean disciplinary record.**

**Please be advised that a No Smoking Policy is in operation throughout the Trust.**

**Guaranteed Interview Scheme-** Under the Trust's commitment 'Positive about Disabled People', if you consider yourself as having a disability and you meet the minimum selection criteria for any post, you will get an automatic interview. By minimum selection criteria we mean that you must provide us with evidence in your application form which demonstrates the essential requirements as set out in the person specification and advertisement for a post.

We aim to represent and value the diversity of our local communities through our workforce and service provision. We therefore positively encourage applications, regardless of

age, race, religion & belief, sex, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity or disability.

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