

PERSON SPECIFICATION



DORSET & WILTSHIRE
FIRE AND RESCUE

Job Title	Systems and Data Analyst
Department	Data and Analytics
Job Family	Specialist

Category	No.	Requirements	Essential (E) or Desirable (D)	Evidence: A, I, P, O (see key)
Education & Qualifications	1.	4 GCSE passes - Grade A*- C / 9 - 4, including English and Mathematics or equivalent Level 2 qualification (including L2 functional skills), or higher-level relevant qualification	E	A
	2.	NVQ 3 or equivalent vocational qualification in a related subject area	E	A
Knowledge & Experience	3.	Experience of working with and manipulating datasets and databases	E	A, I, O
	4.	Experience of analysing complex data	E	A, I
	5.	Technical working knowledge of data management	E	A, I
	6.	Experience of working to data protection and confidentiality procedures	E	A, I
	7.	Competent user of MS office or other software to produce documents, spreadsheets, and produce report	E	A, I
Skills & Abilities	8.	Excellent communication skills and a positive attitude to internal/external customer care	E	A, I
	9.	Ability to interrogate databases	E	I
	10.	Able to interpret guidelines and to use own judgement to resolve routine problems and queries	E	A, I
	11.	Ability to prioritise and work under pressure, when required whilst maintaining quality standards	E	A, I
	12.	Experience of providing advice and guidance to managers in relation to data analysis to improve performance	E	A, I
	13.	Ability to work as part of a team	E	I
Additional Requirements	14.	Must be able to fulfil the travel requirements of the role.	* ₁ E	A, I
	15.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	16.	A willingness to undertake Health &	E	I

		Safety training and comply with statutory responsibilities under Health & Safety legislation.		
	17.	Prepared to undertake specific training as a part of the induction process to develop understanding of Fire Service activities and acquire post entry skills	E	I
	18.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I

* I A Service vehicle may be available, please note Service vehicles are manual transmission only.

Key to Assessment

A) Application

I) Interview

P) Presentation

O) Selection Tests (Psychometric Testing / Job Related)