



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service

JOB APPLICATION PACK





Introduction

Dear Applicant,

Thank you for your interest in joining Mid and West Wales Fire and Rescue Service. My vision is for our Service *'To deliver the best possible service for the communities of Mid and West Wales.'* Whilst we have a proud track record of achievement, we know that there is always room for improvement.

When people think of a career in the Fire and Rescue Service, they tend to think of Firefighters responding to emergency incidents, but it's not just Firefighters who make mid and west Wales a safer place.

Behind the operational scene, the Service has a large range of other posts within different departments which are either office based or in our workshops, and we employ people in professional, technical, and administrative roles.

Without corporate support functions in place to provide the systems, processes and technology, the Service would not be able to deliver the best possible service to our communities.

If you're looking for a career with variety, a challenge, and opportunities for progression, along with all the benefits you'd expect from a key public service organisation, then why not consider joining us in one of our specialist or administrative support functions.

Thank you and good luck



Craig Flannery
Chief Fire Officer



Benefits

Working for the Service opens the door to a whole portfolio of benefits which can enhance your lifestyle both now and into the future.



Competitive rates of pay - recently reviewed to ensure fairness across all roles; with annual increments to the top of your salary band, as you build knowledge and experience.



Local Government Pension scheme - A generous pension scheme, with the Service making a substantial contribution (currently 15.2%) to funding your retirement, as well as the option to increase your benefits by purchasing additional pension or investing in Additional Voluntary Contributions (AVC).



Generous Annual leave – 26 Days plus bank holidays, going up to 33 days after 5 years employment.



Flexi Scheme – Opportunity to flex your working hours to help accommodate life outside of work.



Free on-site parking



Cycle to Work



Staff Discount scheme



Health and Wellbeing

- Access to Blue Light Card discount scheme
- Car Leasing Salary Sacrifice scheme
- Let's Connect IT equipment loan scheme
- Sports and Social Club
- Firefighters Charity



How to Apply

The information provided on the application form is key information that will be used in the short listing process. It is therefore important that the guidance notes below are followed when completing the application form. This will ensure all the relevant information is available to make a decision on whether you will be short listed for interview. Short listing will involve assessment of the details provided on the application form against the criteria outlined in the Person Specification provided.

Applications will be accepted in other formats where an applicant has difficulty completing the standard form as a result of disability.

What happens after you've sent in your application?

Once we've received your application, we will separate the equal opportunities monitoring form which will not form part of the selection process and will send the application form only to the shortlisting department. We will send an acknowledgement of receipt to all applicants.

Your application will then be assessed against the criteria (in a person specification) and the shortlisting panel will decide whether it can be shortlisted.

If you are not shortlisted for interview, you will be advised in writing, usually within six weeks of the closing date. If you have not heard from us by then, please contact us.

If you are shortlisted for interview, you will receive an email from us usually within 2-3 weeks of the closing date, advising the date, time and location of the interview. The email will also include details of assessment testing which is to be carried out and will continue the documentation which you are required to bring with you, if applicable to the role.



In line with the Service's Recruitment and Selection procedure, a standard disclosure is required as a minimum for all roles.

Certain roles will be subject to increased levels of DBS check, dependent on the duties and responsibilities of the role, and as designated by the relevant Head of Command or Department.

Where a requirement for a higher level of DBS check has been identified the level and justification for this is specified below:

LEVEL:

JUSTIFICATION:

PREPARED BY:

DATE:



Job Profile

Salary: £34,434

ABOUT THIS JOB:

The Statistical and Risk Analyst Officer will provide a professional, qualitative, statistical, and analytical service to all departments of the organisation, external bodies and members of the public.

Specifically, the Statistical Analyst will provide data and information that is cascaded throughout the organisation as the single set of numbers from which all Risk Reduction activities are identified and driven.

In addition to providing accurate analysis and information, the post holder will be responsible for researching, identifying, and implementing improved methods of data collection, analysis, and reporting.

The data and information managed takes many forms including numerical, written, graphical and geospatial, and all are produced following analysis of varied and extensive sources of internal and external data, intelligence and information.



Job Description

TITLE OF POST:	Statistical Analyst Officer
RANK/ROLE:	Grade 7
POST REFERENCE:	
LOCATION:	Community Risk Management Planning (CRMP) Department
RESPONSIBLE TO:	Data Manager
MAIN PURPOSE OF ROLE:	▪ The Statistical and Risk Analyst Officer will provide a professional, qualitative, statistical and analytical service to all departments of the organisation, external bodies and members of the public. ▪ Specifically, the Statistical Analyst will provide data and information that is cascaded throughout the organisation as the single set of numbers from which all Risk Reduction activities are identified and driven. ▪ In addition to providing accurate analysis and information, the post holder will be responsible for researching, identifying and implementing improved methods of data collection, analysis and reporting. ▪ The data and information managed takes many forms including numerical, written, graphical and geospatial and all are produced following analysis of varied and extensive sources of internal and external data, intelligence and information.



SCHEDULE OF RESPONSIBILITIES	RESPONSIBLE TO
Responsible for developing, implementing, maintaining and continuously improving systems and processes associated with data collection, analysis, reporting, dissemination and communication.	Data Manager
Responsible for maintaining links with Fire Control to ensure all incident related data is accurate, timely and validated.	Data Manager
Responsible for the overall management of the Fire and Rescue Data Platform (FaRDaP) and the effective running of the FaRDaP Help Desk where responsibilities include providing specialist support for station personnel, maintaining and completing the data quality checking and finally the collation and submission of the completed incidents to Home Office.	Data Manager
Responsible for ensuring that all Internal and External reports and statistical returns are prepared, validated and published in line with current legislation and other time critical timescales as set by Welsh Government, the Service's Corporate Plan, Fire Authority Quarterly Reporting and Public Service Board deadlines, along with Freedom of Information Requests etc.	Data Manager
Responsible for the use of specialist demographic, segmentation and risk profiling software and systems to allow in-depth analysis and evaluation of core fire and road traffic collision data to derive trends, movements and hot spots to lead and inform our Risk Reduction Strategies.	Data Manager
Responsible for providing routine and bespoke reports and analysis to all Heads of Response, ensuring that the information is used as the single prioritised evidence base on which to inform core activities.	Data Manager
To manage the Improvement Planning Framework and Fire Authority reporting process to ensure that all operational reports and submissions are prepared, quality checked and approved by key stakeholders at each step of the reporting process.	Data Manager
Responsible for presenting to the Service Response Forum and Community Risk Reduction Groups, ensuring that all information presented is reflective of the raw data analysis and that the narratives produced are focused on key risk reduction issues, are qualitative and have been prepared with due consideration to Data Protection legislation.	Data Manager
Responsible for ensuring that the software systems used for evaluating Risk and Fire Cover are kept up to date and the data sets used are updated and reviewed regularly	Data Manager



Responsible for carrying out specific project work, including detailed and in-depth analysis of raw data sets, extensive research and sharing of data with Unitary Authorities and partners to provide granulated risk reduction evidence to support Public Service Boards, Community Partnership Panels and similar unitary forums.	Data Manager
Responsible for attending and participating in meetings, seminars, and the like, as required. To represent the Service (or Welsh FRSs) on National and Local groups and committees in relation to all matters statistical including data analysis, data sharing, risk reduction information, FaRDaP, CFRMIS and other ICT Tools.	Data Manager
Responsible for the preparation and formatting of statistical information to enable sharing with other agencies and members of the public in accordance with Data Protection and Freedom of Information legislation.	Data Manager
Responsible for providing guidance relating to statistical matters to Service personnel as required including assistance to users of the Service' Data Portal.	Data Manager
To provide support and assistance in the maintenance and resilience of the wider departmental workstreams.	Data Manager
To provide support and assistance in the maintenance and resilience of the wider Service workstreams.	Data Manager
Commit to safeguarding and promoting the welfare of children, young people, and adults at risk of abuse and or neglect in the wider communities by reporting concerns to the Services Safeguarding Officer and/or Safeguarding Team.	Data Manager
To undertake other duties falling within the purview of the post.	Data Manager



MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	Statistical Analyst Officer
LOCATION	Service Headquarters Carmarthen
POST NUMBER	
GRADE	GRADE 7
DEPARTMENT	Community Risk Management Planning (CRMP) Department.
DBS CHECK	

Please ensure you address each of the following requirements in your Application Form as they will be used for shortlisting purposes. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Factor	Evidence	Essential/ Desirable	Assessment Method
Qualifications	Degree in a relevant subject area associated with this post and/or relevant experience in interpreting, analysing and presenting data at the required level. Current Driving Licence	Essential* Essential*	Application form and Certificates
Knowledge	Knowledge and understanding of database systems such as Microsoft SQL, Access or any commensurate relational database products. Knowledge of information-analysis software systems, such as Excel, Power-BI or similar systems and their application to provide robust risk reduction and management information. Knowledge of managing, analysing and interpreting complex data and information to inform decision making and reporting. Knowledge of the general systems and software packages utilised throughout the Service area. Knowledge of graphical information system software applications and digital map data types	Essential* Essential* Essential* Desirable Desirable Desirable	Application form and Interview



	Understanding and knowledge of the work undertaken by the Community Risk Management Planning (CRMP) Department		
Experience	Proven experience of managing, analysing and interpreting complex data and information to inform decision making and reporting. Experience in the use and maintenance of statistical software including SQL / Microsoft Access to produce statistical reports. Experience of information-based systems, such as Excel, Power-BI and similar systems and their application to provide robust risk reduction and management information Proven ability to work effectively to tight deadlines. Experience of dealing with a wide variety of audiences, often delivering complex and sensitive information.	Essential* Essential* Essential* Essential* Essential*	Application form and Interview
Job Related / Personal Skills	Willingness to acquire new skills and qualifications identified as being applicable to the role. Ability to work effectively in a busy environment and prioritise conflicting high level demands. Ability to work as part of a team. Ability to work on own initiative. Enthusiastic and committed approach to providing a quality service. Good organisational skills. Experience of line management.	Essential* Essential* Essential* Essential* Essential* Essential* Desirable	Application form and Interview



Communication	Good written and verbal communication skills	Essential*	Application form and Interview
	English verbal and written skills	Essential*	
	Welsh verbal and written skills	Desirable	
	Presentational skills	Desirable	



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www.mawwfire.gov.uk