**TYNE AND WEAR FIRE AND RESCUE SERVICE**

**PERSON SPECIFICATION**

## DATA AND INFORMATION ANALYST

| CATEGORY | **CRITERIA** | **MEASURE** |
| --- | --- | --- |
| **EDUCATION/**  **QUALIFICATIONS** | Qualification in (or working towards) statistical analysis/data research/performance management or significant relevant experience.  Excellent literacy and numeracy | AF/I/C  AF/AC/I |
| **EXPERIENCE** | Experience of:   * Advanced data analysis and interpretation using a range of techniques. * Negotiating timescales and work objectives * Delivering training | AF/AC/I  AF/AC/I  AF/AC/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Knowledge of:   * Computerised data and information systems e.g. PM, IRS, CFRMIS and FSEC, MIS and GIS. * Relevant legislation e.g. FOI, DPA.   Ability to:   * Analyse and present data and information, identifying trends and interpreting complex data sets. * Prepare and produce comprehensive reports, presenting complex information in an accessible way. * Demonstrate effective time management to work to conflicting priorities, meet deadlines and targets. * Demonstrate effective IT skills, showing knowledge of a range of IT systems. * Demonstrate excellent interpersonal skills to enable liaison at all levels internally and externally. * Communicate effectively both verbally and in writing. * Work effectively as part of a team or independently. * Demonstrate effective organisational skills. * Develop and deliver effective presentations   Demonstrate commitment to safe working principles and practices associated with Health and Safety.  Demonstrate commitment to the principles of Diversity and Equality. | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/I  AF/I |
| **OTHER** | 1. Ability to attend meetings outside normal working hours as and when required, both locally and nationally 2. Ability to meet the transport requirements of the post. 3. Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/I  AF/I  AF/C |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates