

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Service Performance and Communications
<b>POST TITLE</b>	Statistical and Risk Analyst Officer
<b>POST NO</b>	NU198
<b>GRADE</b>	11
<b>LOCATION</b>	Fire Service Headquarters

Essential criteria marked in **bold with an asterisk\*** will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the '*Experience and Other Information*' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/Desirable	How Identified
<b>Qualifications</b>	<b>Degree in a relevant subject area associated with this post and/or relevant experience in interpreting, analysing and presenting data at the required level.*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
<b>Knowledge/Experience</b>	<b>Proven experience of managing, analyzing and interpreting complex data and information to inform decision making and reporting.*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	<b>Experience of MS Office suite particularly Excel, Word, PowerPoint and Outlook.*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Practical understanding and experience of using change management and continuous improvement tools and techniques	Essential	Selection
	The ability to communicate through the medium of Welsh.	Desirable	Application
<b>Personal Style</b>	<b>Proactive in promoting change and the ability to seek opportunities to promote improved organisational effectiveness.*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Ability to consistently project and promote a confident, controlled and focused attitude in highly challenging situations.	Essential	Selection
	Ability to promote and manage diversity and	Essential	Selection

	demonstrate a fair and ethical approach in all situations.		
<b>Intrapersonal</b>	<p><b>Ability to communicate both orally and in writing to a wide range of audiences, often delivering complex and sensitive information.*</b></p> <p>Commitment to and ability to develop self, individuals and teams to improve organisational effectiveness.</p> <p>Ability to lead, involve and motivate others within the Fire &amp; Rescue Service.</p>	<p><b>Essential*</b></p> <p>Essential</p> <p>Desirable</p>	<p><b>Application &amp; Selection*</b></p> <p>Selection</p> <p>Selection</p>
<b>Task</b>	<p><b>Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.*</b></p> <p>Able to prioritise conflicting high level demands, remaining calm when under pressure, in order to achieve objectives within tight and often changing timescales</p> <p>Ability to create and implement effective plans to deliver a range of organisational objectives.</p>	<p><b>Essential*</b></p> <p>Essential</p> <p>Desirable</p>	<p><b>Application &amp; Selection*</b></p> <p>Selection</p> <p>Selection</p>

**This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.**