

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	Service Performance and Communications
<b>Post</b>	Statistical and Risk Analyst Officer
<b>Post No</b>	NU198
<b>Grade</b>	11
<b>Location</b>	Fire and Rescue Service Headquarters
<b>Responsible to</b>	Planning, Performance and Risk Manager

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

**MAIN PURPOSE OF THE POST**

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 and Risk Analyst Officer 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.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for developing, implementing, maintaining and continuously improving systems and processes associated with data collection, analysis, reporting, dissemination and communication.
2. Responsible for maintaining links with Fire Control to ensure all incident related data is accurate, timely and validated.
3. Responsible for the overall management of the Incident Recording System (IRS) and the effective running of the IRS 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 the Home Office.
4. 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

Improvement Plan, Fire and Rescue Authority Quarterly Reporting and Freedom Of Information Requests etc

5. Responsible for the use of specialist demographic, segmentation and risk profiling software and systems to allow in-depth analysis and evaluation data to lead and inform our Risk Reduction Strategies.
6. Responsible for the use of geospatial software and systems to allow in-depth analysis and evaluation of core data to derive trends, movements and hot spots to lead and inform our Risk Reduction Strategies.
7. To manage the Risk Reduction and Fire and Rescue 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.
8. Responsible for ensuring that data within the Fire Service Emergency Cover Model (FSEC), or any similar system used by the team to model risk, is maintained in all four data planes and that all dynamic and static data sets e.g. annual incidents, changes to road networks, fire safety audits etc. are updated and reviewed regularly.
9. 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 and similar unitary forums.
10. Responsible for leading the Unitary Authority Group Managers and Director of Operations at quarterly meetings 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.
11. Responsible for providing routine and bespoke reports and analysis to the five UA Lead officers, ensuring that the information is cascaded throughout the service as the single prioritised evidence base on which to inform Risk Reduction activities.
12. Responsible for providing specialist support and guidance of best practice to those producing surveys and questionnaires to staff, the public and external partners on behalf of the Service. This support and guidance will be provided during the planning, design and implementation of surveys and questionnaires, with an additional responsibility for the analysis of data gathered and the ongoing management of a surveys and questionnaire portal.
13. 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.
14. Responsible for attending and participating in meetings, seminars, and the like, as required. To represent the Service (or Welsh FRs) on National and Local groups and committees in relation to all matters statistical including data analysis, data sharing, risk reduction information, IRS, FSEC, BMIS and other ICT Tools.

15. Responsible for providing guidance relating to statistical matters to Service personnel as required including assistance to users of the Service' Business Management Information System (BMIS).
16. To provide support and assistance in the maintenance and resilience of the wider Service, Performance and Communications Team.
17. To support and advise the collaborative work streams of the NIC in relation to performance management.
18. To develop and apply a Service continuous improvement methodology that supports the alignment of strategies, structures and business processes.

## **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

## **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

All documentation is available in both English and in Welsh and we welcome communication in either language.

