

SOUTH WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

DEPARTMENT	Service Performance and Communications
POST TITLE	Statistical and Risk Analyst Officer
POST NO	NU198
GRADE	11
LOCATION	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
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.*	Essential*	Application* & Selection
Knowledge/ Experience	Proven experience of managing, analyzing and interpreting complex data and information to inform decision making and reporting.*	Essential*	Application* & Selection
	Experience of MS Office suite particularly Excel, Word, PowerPoint and Outlook.*	Essential*	Application* & Selection
	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
Personal Style	Proactive in promoting change and the ability to seek opportunities to promote improved organisational effectiveness.*	Essential*	Application* & Selection
	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 demonstrate a fair and ethical approach in all situations.	Essential	Selection
Intrapersonal	Ability to communicate both orally and in writing to a wide range of audiences, often delivering complex and sensitive information.*	Essential*	Application* & Selection
	Commitment to and ability to develop self, individuals and teams to improve organisational effectiveness.	Essential	Selection
	Ability to lead, involve and motivate others within the Fire & Rescue Service.	Desirable	Selection
Task	Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.*	Essential*	Application* & Selection
	Able to prioritise conflicting high level demands, remaining calm when under pressure, in order to achieve objectives within tight and often changing timescales	Essential	Selection
	Ability to create and implement effective plans to deliver a range of organisational objectives.	Desirable	Selection

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

