

# PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

<b>Job Title</b>	Programme and Performance Data Analyst
<b>Department</b>	Service Improvement
<b>Job Family</b>	Specialist

<b>Category</b>	<b>No.</b>	<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>Evidence: A, I, P, O (see key)</b>
<b>Education &amp; Qualifications</b>	1.	4 GCSE passes - Grade A*- C / 9 - 4, including English and Mathematics or equivalent Level 2 qualification (including L2 functional skills), or higher-level relevant qualification	E	A
	2.	3 A Level passes – Grade A*-C, or equivalent and demonstrable working experience at this level	E	A
	3.	Project Management Qualification or demonstrable working experience at this level	E	A
<b>Knowledge &amp; Experience</b>	4.	Knowledge and working experience of project governance and the production of documentation and records to support the development and delivery of projects	E	A, I
	5.	Advanced experience of using Microsoft products including Teams, SharePoint, Outlook, PowerPoint, Word and Excel	E	A, I
	6.	Experience in developing and delivering documentation, and high-level reports for strategic management decision making	E	A, I
	7.	Experience of working on and implementing a varied range of projects	E	A
	8.	Enhanced knowledge and experience of working with information and statistics, analysing and manipulating datasets and databases	E	A, I
	9.	Experience in evaluating processes and documents and identifying improvements	E	A, I
	10.	Knowledge and previous experience in setting up and building consultation programmes	D	I
<b>Skills &amp; Abilities</b>	11.	Advanced verbal communication skills and excellent skills in written communications and documentation	E	A, I

	12.	Ability to engage, influence, build and maintain constructive relationships with a wide variety of stakeholders both internal and external to the organisation	E	A, I
	13.	Ability to interrogate statistics, information and data to deliver evidence to drive project direction and decisions	E	A, I
	14.	Ability to write complex strategic reports with a high level of attention to detail.	E	A, I, P
	15.	Highly self-motivated and confident with a high level of efficiency and dependability	E	A, I
	16.	Ability to maintain discretion and confidentiality	E	A, I
<b>Additional Requirements</b>	17.	Must be able to fulfil the travel requirements of the role.	*1 E	A
	18.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	19.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	20.	Prepared to undertake specific training as a part of the induction process to develop understanding of Fire Service activities and acquire post entry skills	E	I
	21.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I

\*<sub>1</sub> A Service vehicle may be available, please note Service vehicles are manual transmission only.

### **Key to Assessment**

**A)** Application

**I)** Interview

**P)** Presentation

**O)** Selection Tests (Psychometric Testing / Job Related)