



DATA ANALYST - BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget of around £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of: Service Delivery including whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support, and Corporate Services.

This post is within the Risk Management Department, within the Service Delivery Support Directorate, and reports ultimately to the Group Management Risk Management.

Initially, this post is being advertised on a fixed term 2 year contract (FTC) to enable the Service to evaluate the requirement for a substantiated post.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.

Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.



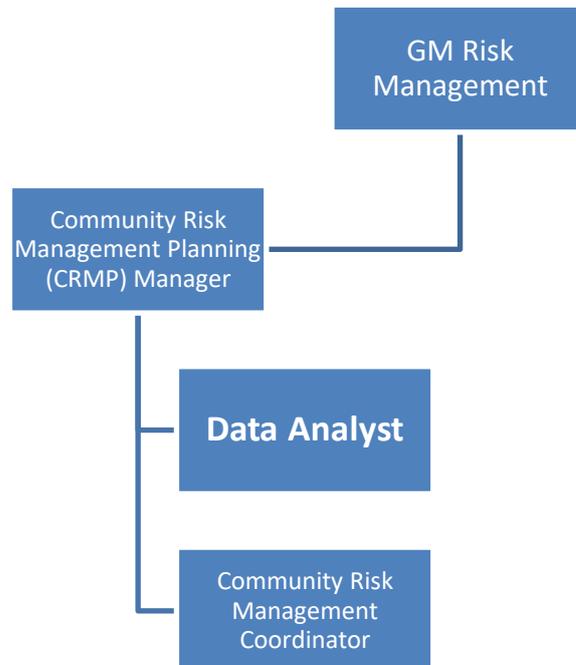
Job Description, Core Values and Person Specification

Job Title	Data Analyst
Post Number	1602
Grade	Hay 5
Duration of Post	Fixed term for 2 years
Hours	37 per week
Directorate	Service Delivery Support
Unit or Team	Risk Intelligence Department
Reports to (give job title)	Community Risk Management Planning Manager (CRMP)
Line management or supervisory responsibilities	No
Responsibility for managing a budget	No
Date job was evaluated	12/02/2026

Purpose of Job:

This role supports Avon Fire and Rescue Service’s use of data to inform strategic decision-making and improve efficiency. Working in the Risk Management team, the postholder will strengthen data management, reporting, and analysis, acting as a subject matter expert to deliver insights and visualisations that support the Community Risk Management Plan and align resources with risk to keep communities safe.

Structure Chart:



Responsibilities and Duties:

1.	To lead the analysis of risk and incident data input into the Service's Community Risk Management Planning (CRMP) process, providing robust evidence to underpin proposals across the Risk Management Department.
2.	Provide subject matter expertise to ICT colleagues and to the wider service on information management and data utilisation. Highlight any opportunities for greater efficiency, taking a strategic approach to service need.
3.	Create and maintain risk management databases and establish clear data practices, ensuring best practice in line with industry standards and the National Fire Chiefs Council (NFCC) Fire Standards Board - Fire Standard for Data Management.
4.	Production of high-quality data visualisations and dashboards.
5.	Analysis of our historical incident data for trends to inform the CRMP.
6.	Utilise GIS tools, Ordnance Survey data, national data sets and AF&RS internal databases to create weighted risk maps for the service.
7.	Carry out route-cost analysis and scenario modelling to inform strategic resource planning decisions.
8.	To provide key data analysis to support successful outcomes for projects within the Savings & Efficiencies Programme and/or other projects and departments dependant on Service needs and as directed by the CRMP Manager.
9.	Create effective, repeatable workflows with clear methodologies, working towards automation where possible.
10.	To produce reports interpreting data, providing insights and making recommendations to departmental heads and to the Service Leadership Team, Executive Board and Fire Authority for assessment and scrutiny.
11.	Carry out NFCC recommended risk assessment methodologies and provide detailed analysis and interpretation of the results to inform our understanding of risk.
12.	To provide subject matter expertise, representing the organisation as an expert in data management and analysis, forging mutually beneficial relationships with other emergency services, public sector organisations and other external organisations.
13.	To compile and analyse comparative information through benchmarking with local, regional and national organisations, to share best practice and knowledge and make recommendations for continuous improvement.
14.	Maintain professional knowledge and CDP by networking, attending training courses, benchmarking other Fire & Rescue Services and reviewing professional publications.
15.	To maintain security and confidentiality of information, whether computer based or otherwise, in line with legislation, especially the Data Protection Act 2018 and Avon Fire & Rescue Service Policies.
16.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.

Special Notes or Conditions:

1.	<p>AF&RS requires all staff and leaders to promote equality and diversity by:</p> <ul style="list-style-type: none"> • ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination; • treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
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2.	This role is based at Police & Fire HQ in Portishead. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.
3.	If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
4.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.
5.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
6.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
7.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
8.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
9.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
10.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.
11.	Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.

Avon Fire & Rescue Service Core Values

AF&RS expects all employees to accept and work to the National Fire Chiefs Council (NFCC) Ethics during the course of their employment.

- **Putting our communities first** – we put the interest of the public, the community and service users first;
- **Integrity** – we act with integrity including being open, honest and consistent in everything we do;
- **Dignity and respect** - we treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias;
- **Leadership** – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards;
- **Equality, diversity and inclusion (EDI)** – we continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality foster good relations and celebrate difference.

Signed confirmation that this Job Description accurately reflects the requirements of the job:			
Job Holder's Manager		Date	
Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of AF&RS Core Values and NFCC Code of Ethics:			
Job Holder		Date	

See following page for Person Specification

Person Specification

Job Title	Data Analyst			
Post Number	1602			
Grade	HAY 5			
Qualifications, knowledge, experience, skills and personal attributes required for the job:				
	E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview		
		A	T	I
Qualifications/Knowledge				
Educated in relevant degree or Level 6 equivalent qualification that incorporates one of more of the following: analytics, mathematics, statistics or computer science	E	X		X
Demonstrable knowledge of the design, development and ongoing maintenance and management of database technologies. (Azure, SQL)	E	X		X
Project Management Qualification or demonstrable experience.	D	X		X
Evidence of CPD in the last 18 months	D	X		X
Working knowledge and understanding of Local Government and the issues facing public services.	D	X		X
Relevant legislation, GDPR and ICT best practice	D	X		X
Experience				
Advanced data collection, data cleansing, querying data, data processing techniques. Writing, designing, developing and automating reports.	E	X		X
Demonstrable experience of using SQL, Excel and PowerBI at an advanced level.	E	X		X
Experience using Geographic Information System tools.	E	X		X
Experience of working effectively in a complex organisation within a data reporting or data management function.	D	X		X
Working to deadlines whilst delivering high quality results.	D	X		X
Experience of managing and working with both cloud and on-premises data systems.	D	X		X
Knowledge & experience of system administration automation applications or languages e.g. SSIS, FME, Power Automate, Python, PowerShell, SQL etc.	D	X		X
Skills				

Ability to set and manage priorities. Negotiating timescales and balancing work objectives. Delivering effectively, overcoming barriers to change.	E	X		X
Displays original thinking and creativity. Meets challenges with resourcefulness, drives innovation and generates suggestions for improvement.	E	X		X
Analytical, evaluative, and problem-solving abilities.	E	X		X
Advanced MS office user.	E	X		X
Ability to analyse multiple sets of data and information, identifying trends and interpreting complex data sets to provide insight.	E	X		X
Ability to prepare and produce comprehensive reports, representing complex information in an accessible way.	E	X		X
Effective communication skills both verbally and in writing.	E	X		X
Demonstrate effective organisational skills. With keen attention to detail.	E	X		X
Able to drive with a full current valid driving license, or ability to arrange suitable alternative transport to travel to various work locations.	E	X		
Ability to explain complex analytical or technical concepts to a non-technical audience.	D	X		X
Ability to attend meetings outside normal working hours as and when required, both locally and nationally with prior notice	D	X		X
Personal Attributes – these are generic and apply to most posts				
Willingness to accept and work to our Core Values during the course of employment.	E	X		X
Adaptable with a flexible approach to work, to meet business needs.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X