JOB PROFILE

JOB TITLE:	Data Management Assistant
SALARY GRADE:	Grade 3
SALARY RANGE:	£18,562 - £18,933 per annum
J E REFERENCE:	A224
DIRECTORATE:	Operational Preparedness
TEAM:	Operational Intelligence
LOCATION OF WORK:	Service Headquarters
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Operational Intelligence manager

JOB SUMMARY

To support the work of Operational Intelligence and CAD team in the collection,formatting,validation and verification of Fire related data and other appropriate data sets to enable the service to meet statutory data requirements and management information needs.

MAIN DUTIES / RESPONSIBILITIES

1. To support the collection and processing of key data sets including IRS Fire reports, Risk information including RM1 & SIRAH as well as other related data collections.

2. To quality assure data sets in the most effective and efficient manner.

3. To develop robust and improved data management techniques/procedures to reduce manual intervention.

4. To prepare and format data sets for the production of management information by the Information Analysts and Business Intelligence Unit.

5. To identify problems with data quality and communicate issues with staff and supervisors.

6. Assist with regular data review and cleansing to maintain overall data integrity.

7. Provide administrative support to assist in the development of the Information Management systems.

8. Provide resilience for office by answering telephone queries and provide support when required to during ongoing operational incidents or exercises.

WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES

It is essential that all employees of Merseyside Fire & Rescue service both operational and non operational are committed to, encourage and promote the values of MFRS and comply with the required standards of conduct and so promote the Authority within the community by acting with

integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal values:

Responsibility
Being self disciplined, taking ownership of and problems, making things happen, trying to make a difference.

Social Empathy
Being interested in people, displaying empathy, embracing diversity, community focused.

Constructive Challenge
Being willing to challenge but not obstructively, commitment to improvement.

Mutuality
Identifying with team, organisation and community, displaying team commitment, willing to stand up against peer pressure when appropriate, acknowledging other's right to differing opinions.

Pragmatism
Aspiring to excellence whilst being realistic in expectations, being practical and solution focused.

Openness to Experience
Receptive to learning opportunities and personal development, seeking out new experiences, interested in people and situations that are less familiar, taking a broad view on things, seizing opportunities.

INTERPERSONAL & COMMUNICATION SKILLS

The jobholder is, on occasions, required to motivate and/or train other members of staff. Advisory, guiding, negotiating and/or persuasive skills are required occasionally. The exchange of complicated and/or sensitive information is a requirement of the job, The communication of this information can be carried out orally or in writing, with two or three different types of audience. The information can sometimes be potentially contentious.

RESPONSIBILITY FOR SUPERVISION

The jobholder is not required to supervise or manage any Authority employees. The job occasionally involves the demonstration of duties to, giving advice and guidance to, or the training of other employees, students or trainees.

RESPONSIBILITY FOR PHYSICAL RESOURCES

The jobholder's main responsibility for physical resources is for manual and/or computer information. He/she personally produces or processes some of this information and is responsible for the accuracy of the data produced by other people or for taking positive and unusual steps to ensure the accuracy, confidentiality and security of data produced personally. The jobholder also has a responsibility for equipment and/or tools which he/she has to use to do the job.

CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is,

therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

REVIEW ARRANGEMENTS

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered , however that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

Date job profile prepared / revised:	20.10.20
Prepared / revised by:	L. Inman