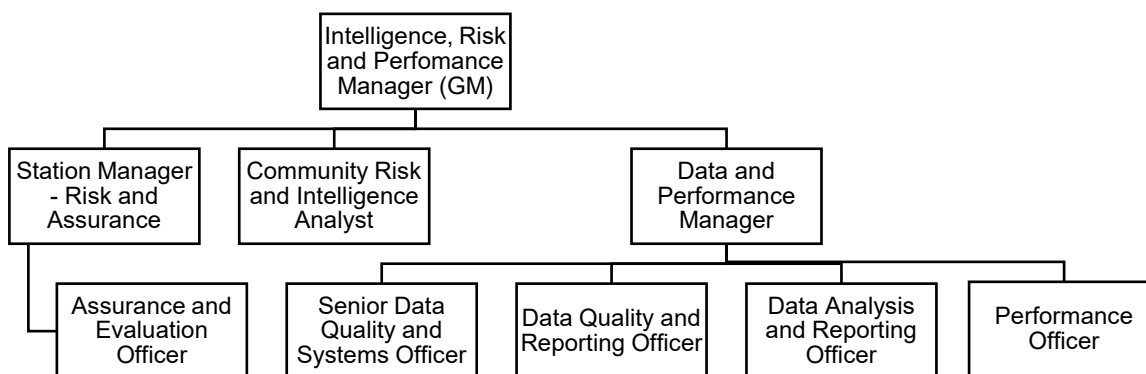


Job Title	Data Quality and Reporting Officer		
Post Reference		Temporary/Permanent	Permanent
Grade	4	Hours	37
Reports to	Data and Performance Manager		
Line Management responsibilities (Direct and Indirect)	N/A		
Directorate/ Department	Corporate Services		
Location	Newsham Court		
Politically restricted	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		

Main Purpose of the Job

To provide good quality data and analysis to inform decision making and report on performance. Ensuring the quality, reliability and integrity of data through data validation and quality assurance. Extracting and analysing data and information to provide reports for internal performance management purposes and to report to central government and our communities.

Organisational Structure



Key Responsibilities and Deliverables:

- Produce detailed, timely and accurate reports and information as required, including data mapping.
- Interrogate and extract data from electronic systems
- Analyse data and ensure its integrity
- Provide data in response to Freedom of Information requests
- Complete data returns for external organisations, for example Home Office and His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS).
- Maintain and review the accuracy and efficiency of existing databases and systems and assist with development and improvement.
- Input data into electronic databases ensuring data quality
- Support understanding of community risk and the Community Risk Management Plan by maintaining reliable and valid datasets and tools including for mapping and modelling.
- Support and contribute to any project or work package within Royal Berkshire Fire and Rescue Service (RBFRS), as required.
- Attend such training courses, CPD events or seminars as may be required to maintain the level of knowledge and skills required by the post.
- Monitor, analyse and benchmark data and analysis with other Fire & Rescue Services and other relevant organisations, supporting data exchange as required.
- Provide ad-hoc and informal training for new and existing employees on any relevant system or software package used in this role.

Person Specification

Qualifications and training	On recruitment	After Training
Good level of general education, 5 GCSE passes at C or above including English and Maths.	X	

Knowledge, skills and experience	On recruitment	After Training
The ability to consider data quality and assurance from collection, through modelling, to reporting, assessing processes required to ensure quality information in, and to draw the required information out.	X	
The ability to analyse, interpret and present risk and performance data effectively to a variety of audiences in various formats.	X	
Ability to work effectively with others, within the team, across the organisation and with external partners.	X	
Ability to communicate effectively, both orally and in writing at all levels of the organisation	X	
Demonstrate resilience under pressure	X	

A high degree of personal motivation with the ability to influence and motivate others	X	
Strong attention to detail	X	
An understanding of data administration and management functions (collection, analysis, distribution etc.)	X	
Familiarity with database and information system technologies	X	
Good IT literacy with technical problem solving ability, able to use electronic systems including Microsoft Office.	X	
Strong Microsoft Excel skills, including use of analysis functions such as pivot tables.	X	
An awareness of Data Protection legislation and data sharing protocols between government agencies.	X	
Good organisational skills and the ability to manage a varied workload and competing deadlines	X	
Proven experience within a data, statistical, performance or other analytical role	X	
Experience of inputting and extracting data from electronic and manual Performance management systems.	X	
Good understanding of how to validate data in systems.	X	
GIS, data management / analysis software		X

Other Requirements
 Ability to travel to other locations within the county of Berkshire
 Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

RBFRS Behaviours
 RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below

- Leading Yourself
- Leading Others
- Leading the Function
- Leading the Service

Personal Impact	Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies. Take responsibility for your own performance (including personal fitness) and participate positively in development activities. Communicate responsibly and with sensitivity and respect for
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ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

	others.
Working Together	Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.
Delivering Quality and Service	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
Organisational Effectiveness	Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour. Demonstrate commitment to helping the service achieve its corporate commitments and vision. Be open to, and positively engage with, new ways of working
Health, Safety and Wellbeing	Practice and promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.

Profile prepared by:	Anna Smy		
Approved by:			
Profile Effective from:		Last reviewed:	12 February 2025
Post holder name:		Signature:	
		Date:	