

HUMBERSIDE FIRE & RESCUE SERVICE

EMPLOYEE SPECIFICATION

Post Ref: Data Manager

Temporary

Established

Part-Time

Full-Time

Job Share

	Essential	Desirable	How Measured
Experience	<ul style="list-style-type: none"> In the management of data including the use of management information systems. In using Excel or other data manipulation software. In data quality improvement techniques. In the use and management of data and databases including the use of SQL or other querying language. In the management or supervision of a team. In managing the recording of data across a diverse range of stakeholders. 	<ul style="list-style-type: none"> Of forging productive relationships with other agencies and the community. In Fire and Rescue Service statutory responsibilities and prevention and protection activity. Of key legislation such as UK GDPR, the Fire Service Act and the Crime and Disorder Act. In training others in data management skills. In safeguarding policy and procedures. 	Application form/ Interview/ References
Education/Training/ Qualifications	<ul style="list-style-type: none"> Be numerate and literate to GCSE, grades A-C, standard or equivalent. Have a comprehensive skillset in Microsoft systems and/or data management software. Have data quality training or relevant experience. 	<ul style="list-style-type: none"> The demonstration of continual professional development. Supervisory or leadership qualification and/or experience. Information governance training. 	Application form/ Interview/ References/ Certificates
Special Knowledge	<ul style="list-style-type: none"> Have excellent communication and presentation skills in both written and verbal forms to an appropriate level commensurate to the audience. Have a high-level problem-solving skillset and the ability to think outside of the box, using innovation to manage HFRS data most proactively and effectively. 	<ul style="list-style-type: none"> Have an understanding or working knowledge of Fire and Rescue Service data. Have a knowledge and understanding of how to prioritise community risk involving people and businesses. Have experience in using presentation systems such as Power BI to promulgate performance information to a diverse range of stakeholders. 	Application form/ Interview
Skills	<ul style="list-style-type: none"> The ability to work independently with a high level of prioritisation and decision-making skills. 	<ul style="list-style-type: none"> The ability to prioritise work streams to ensure compliance with key deadlines. 	Application form/ Interview

	<ul style="list-style-type: none"> • Have excellent verbal and written communication skills including producing reports, letters and preparing and delivering presentations. • Have excellent IT skills including the use of MS Office products. • Have strong organisational skills with the ability to work unsupervised and meet tight deadlines. • Have excellent team working and interpersonal skills. • Have skills in influencing and persuasion. 	<ul style="list-style-type: none"> • Have experience and/or good knowledge of managing data for community benefit. 	
Working Arrangements	<ul style="list-style-type: none"> • Be flexible with working hours • Be able to work independently with a high level of prioritisation and decision-making skills. • The ability to regularly travel within and occasionally beyond the Service area at short notice. • The ability to travel and work from any location within the HFRS area. • Be responsible for the security of sensitive and personal information held within HFRS and that which is provided by partner organisations. 		Interview