



## THE PERSON

### Data and Systems Officer (Fire Risk Management Information System)

Criteria	Essential / Desirable	Method of Assessment
<b>Qualification</b>		
Educated to A level and holds a relevant professional qualification, or equivalent experience	E	Application
Has undertaken basic training, working towards professional qualifications, qualification(s) e.g. Microsoft, database/application configuration	D	Application
Has a current (V4) ITIL Foundation qualification	D	Application
<b>Knowledge &amp; Experience</b>		
Knowledge of and experience with application management and configuration, acting as a systems administrator	E	Application and interview
Experience of analysing and interpreting information to develop solutions or solve problems	E	Application and interview
Experience managing different stakeholder audiences	E	Application and interview
Experience building and maintaining strong professional relationships	E	Application and interview
Application and database management experience including auditing and user acceptance testing	D	Interview
Knowledge of ICT concepts through working in or with an ICT operations or strategy team	D	Interview
Experience participating in ICT projects	D	Interview
Experience of delivering training to staff	D	Interview
Knowledge of the broader activities of Essex Fire & Rescue Service and working with Trade Unions.	D	Interview
<b>Skills &amp; Abilities</b>		
Able to comprehend, evaluate and present data	E	Application
Excellent written, verbal and presentation skills including the ability to produce and share complex information	E	Application and interview

## Person Specification

Confident in using ICT systems such as Word, Excel, Outlook, PowerPoint.	E	Application
Able to plan, manage and review tasks for team members.	E	Application
Excellent interpersonal skills, able to communicate effectively, professionally and tactfully to build constructive relationships.	E	Application and interview
Excellent time management, planning and organisational skills.	E	Application
Able to support changes in service provision in a positive and constructive manner.	E	Application and interview
Can effectively manage own work, prioritise and work independently, seeking advice and guidance when needed.	E	Application
Is approachable and confident in coaching members of the team to help them to acquire skills and experience.	E	Application and interview
<b>Other</b>		
The ability to travel around the county may be required.	E	Application
Willingness to work flexibly.	E	Application
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application