SOUTH YORKSHIRE FIRE & RESCUE

JOB DESCRIPTION

POST TITLE	Data Quality Analyst
GRADE	Grade 4
FUNCTION	Business Intelligence
PERMANENT BASE	Headquarters Sheffield
RESPONSIBLE TO	Business Intelligence Manager
RESPONSIBLE FOR	N/A

OVERALL PURPOSE OF JOB

The purpose of this role is to be responsible for the execution of data quality routines. Proactively monitor measure, analyse, execute, track and report on data quality issues.

To support managers in the development of the CRMP/Strategic Plan and other key strategic documents

The Data Quality Analyst is required to provide systems administration and support in the use of data collection systems where necessary, such as IRS and CFRMIS.

Key Responsibilities

1. To support the business intelligence analysts in the aggregation of data for the IRMP/ Strategic Plan and other key strategic documents, making recommendations to support corporate decision-making. Collate and prepare data to support the Strategic Plan/IRMP, as directed by the Strategic Intelligence Manager and Head of Strategy and Engagement

2. Responsible for producing data and data models i.e. proposed station movements including querying the Fire Cover Model to show turnout areas of proposed new stations and incident data.

3. Report on matters relating to Business Intelligence Data Quality to support informed decision making to the, Strategic Intelligence Manager, Head of Service Delivery and Senior Leadership Team when required.

4. Responsible for quality assuring SYFR's statutory obligations to complete returns to DCLG/ other bodies i.e. HMICFRS data collection, IRS submissions, and ensure these are completed to a high standard

5. Responsible for the maintenance of electronic Mapbase – contact for Ordnance Survey within Mapping Service Agreement.

6. To conduct reviews of current systems and highlight performance improving changes and research alternative methods to increase the effectiveness of systems such as IRS and CFRMIS

7. Responsible for collating statistical returns, including liaising with others sections, giving advice on returns where required, validating returns when complete before returning.

8. Undertake daily data quality checks and assessments of SYFRs Management Information System and maintain a comprehensive set of supporting documentation. Present data in a meaningful way to support the production of the IRMP and fire cover modelling, including graphic manipulation. i.e.: maps/ presentations.

9. Responsible for updates to the Corporate Gazetteer.

10. Support the analysts in the development and maintenance of G.I.S software.

11. Produce computer generated maps in various formats and scales.

12. To be responsible for the tracking and auditing of all data passing in and out of the service through Business Intelligence managed systems; maintain current and future, in-house datasets, systems and services, providing support to users and to business intelligence analysts.

13. To aid the Business Intelligence Manager in ensuring that the systems and services provided by the team comply with both external and internal requirements and standards, including any relevant legal compliance and user expectations. Provide a data quality advisory service to internal stakeholders.

14. Provide systems expertise in a given field within the team, i.e. CFRMIS, IRS or FOI. Identify, assess, monitor, document, and communicate potential quality issues in the way data is collected, stored and processed.

15. Undertake and Conduct Data Quality Management activities to identify, compare, and resolve data quality problems. Determine business impact level for data quality issues.

16. Evaluate large datasets for quality and accuracy working with support and operational users to correct data quality errors. Determine root cause for data quality errors and make recommendations for long-term solutions.

17. Develop and execute data cleansing measures whilst maintaining a record of original data and corrected data. Ensure adherence to data quality standards.

18. Analyse, query and manipulate data according to defined business rules and procedures. Monitor and report on data quality assurance / production performance metrics.

19. Provide system use & data quality training for IRS & CFRMIS, create presentations and documentation to support training for personnel i.e. Station Managers, and act as a support function for these systems.

20. To be the Authority Liaison Officer for Ordnance Survey including updating of all OS products on the Geographical Information System (GIS), attendance at regional meetings and following Copyright acknowledgement

21. Manage the web-basket orders on behalf of the department, ensuring that appropriate licensing agreements are managed and maintained.

22. Plan and prioritise work activities, responding to Business Intelligence Analysts requirements, in addition to own responsibilities.

23. Arrange and/or support internal and external activities/workshops/meetings/events (e.g. venue, catering, invites, travel), collating and recording relevant information/documentation as requested.

24. Provide a quality assurance function to the service for reporting, data sets, and documentation, ensuring accuracy and procedures followed. (e.g. Project work)

25. Act as a contributor/adviser to boards, projects and meetings as required.

26. Assist in the gathering, collation, validation, preparation, and exchange of data and information for internal and external audiences and for audit e.g. HMICFRS, Home Office, IRMP returns & LPIs.

27. To extract and produce a wide range of reports and datasets in order to assist the Strategic Intelligence Manager with strategic and tactical decision-making. Support the development of self-service tools to enable users to access maps and information.

28. Create and maintain regular reports for managers, other internal teams and external partners, extracting data from the Service's data systems such as the IRS & CFRMIS.

29. Maintain an in depth understanding of SYFR's information systems and supporting procedures and processes. Provide support and advice to all personnel on the creation and presentation of reports and data, including adhering to data quality principles.

30. To assist the Business Intelligence Analysts in the implementation of the Risk modelling (i.e. Community Risk Model), updating core information and data that is required within Modelling Software.

31. Create and manage target address lists for crews and community safety staff for the proactive; risk based targeting of HSC activity.

32. Extract data and report it in an appropriate format for Freedom of Information (FOI) requests that are directed to the team, under the guidance of the Business Intelligence Manager

33. Comply at all times with the Code of Conduct for officers of the Authority and such other professional requirements as to standards of conduct.

34. Fully participate in SYFR's Performance Review process according to the responsibilities of the role.

35. To practice and promote SYFR's Equality and Diversity and Health and Safety Policies and to conduct oneself in a manner that is consistent with SYFR's core values at all times

36. To ensure risk is managed effectively within the section in accordance with the corporate strategy.

37. To attend as required any training courses that will contribute to the effective performance of the post holder.

38. To carry out such other duties within the department as from time to time may be required, which are commensurate with the grading of this post.

ANY OTHER INFORMATION (including special conditions of service)

Flexi time

NOTE: This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		
GCSE in Mathematics or Statistics or equivalent.	X	
Knowledge		
Excellent MS Excel and MS Office Skills	X	
Excellent Data Interrogation, SQL, GIS or equivalent skills.		X
Technical understanding of data management best practice, particularly relating to information systems and reporting.	X	
Excellent working knowledge of relational databases and the architecture.	X	
Knowledge of GIS.		X
An understanding of the concept of data as a form of corporate 'intelligence'.	X	
Understanding of the issues facing the Fire Service or Local Authorities.	X	
Knowledge and understanding of the legislation and regulations relating to data. For example, Freedom of Information Act and GDPR.	X	
Experience of Analytical skills and Processes	X	
Experience		
Experience of writing reports and using Business Intelligence reporting software (Power BI)	X	
Basic technical skills in use of reporting tools and how they can be exploited to maximise use of data for tactical and strategic use.	X	
Experience of supporting statistical/analytical services.	X	
Experience of using Geographical Information Systems (GIS) to analyse data and solve problems.	X	
Experience of working effectively with others to help the delivery corporate objectives.	X	
Public Sector experience.		X
Experience of inter-agency and partnership work.		X
Experience of working with and influencing senior managers at Head of Function level or equivalent.		X
Personal Effectiveness		
Able to solve complex problems.	X	
Ability to plan, prioritise and organise workloads to differing deadlines.	X	
Ability to work to very tight deadlines and in pressurised environments.	X	
Ability to produce policies and procedural documentation to a high standard	X	

Ability to work on own initiative with the minimum of reference and supervision, as well as being able to work as part of a team or on a one-to-one basis.	X	
Ability to understand and interpret information communicated from a variety of sources, to determine appropriate actions and responses.	X	
Ability to present clear advice, guidance or proposals either verbally or in writing.	X	
Commitment to Equality & Inclusion and Health & Safety.	X	
Ability to anticipate, identify and find solutions to problems.	X	
A commitment to continuous improvement and a desire to learn and develop new skills.	X	
Flexible approach to working hours.		X

Signable

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Parties involved with this document

Document processed	Party + Fingerprint
Mon, 7th Apr 2025 8:01:18 BST	Chris Marwood - Signer (ab273d6f44faa31a25bb24848dfe2d69)
Wed, 16th Apr 2025 16:03:10 BST	OD Admin - Signer (d6265463cc2de1f7d4df6ac87e9d46af)
Tue, 22nd Apr 2025 16:52:56 BST	Sara Slater - Signer (294cf7c516e28ff691f629d43458b595)
Wed, 23rd Apr 2025 9:08:22 BST	Andy Strelczenie - Signer (49f1659c25ceba1c5330778d14e82dc3)
Wed, 23rd Apr 2025 9:45:22 BST	Sue Kelsey - Signer (c392dcbda4848db717063d536ddc41c0)

Audit history log

Date	Action
Mon, 17th Feb 2025 13:49:44 GMT	Envelope generated by Recruitment (81.144.151.190)
Mon, 17th Feb 2025 13:49:46 GMT	Document generated with fingerprint ee0d51497c72d4d67ed39f5b09427424 (81.144.151.190)
Mon, 17th Feb 2025 13:49:47 GMT	Document generated with fingerprint 57fbc77d4924194f566f7c4f608552ae (81.144.151.190)
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Mon, 17th Feb 2025 13:54:50 GMT	Document emailed to cmarwood@syfire.gov.uk (13.41.162.134)
Mon, 17th Feb 2025 13:58:19 GMT	Chris Marwood viewed the envelope (81.144.151.190)
Mon, 17th Feb 2025 13:58:27 GMT	Chris Marwood viewed the envelope (52.21.240.200)
Mon, 17th Feb 2025 13:58:59 GMT	Chris Marwood viewed the envelope (176.113.73.131)
Thu, 20th Feb 2025 14:07:43 GMT	Chris Marwood viewed the envelope (81.144.151.190)
Thu, 20th Feb 2025 14:07:48 GMT	Chris Marwood viewed the envelope (52.202.112.168)
Thu, 20th Feb 2025 14:08:18 GMT	Chris Marwood viewed the envelope (38.205.128.58)
Fri, 21st Feb 2025 16:30:43 GMT	Sent Chris Marwood a reminder to sign the document. (81.144.151.190)
Fri, 21st Feb 2025 16:30:43 GMT	Document emailed to cmarwood@syfire.gov.uk (13.40.194.134)
Wed, 5th Mar 2025 14:00:23 GMT	Sent Chris Marwood a reminder to sign the document. (81.144.151.190)
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Thu, 13th Mar 2025 8:20:57 GMT	Chris Marwood viewed the envelope (81.144.151.190)

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Thu, 13th Mar 2025 8:22:11 GMT	Chris Marwood viewed the envelope (108.62.117.72)
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Mon, 7th Apr 2025 7:43:00 BST	Chris Marwood viewed the envelope (38.205.0.251)
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Tue, 22nd Apr 2025 16:52:57 BST	Sent the envelope to Andy Strelczenie (astrelczenie@syfire.gov.uk) for signing (81.144.151.190)
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Wed, 23rd Apr 2025 9:08:22 BST	Sent the envelope to Sue Kelsey (skelsey@syfire.gov.uk) for signing (81.144.151.190)
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