



Job Description

Role Title	Data Administrator
Department	Analysis and Insight Team Service Delivery and Improvement
Responsible to	Data and Insight Analyst
Job Level	Level 7

Summary Purpose

The Analysis and Insight (A&I) Team provides analysis and insight expertise to UK fire and rescue services (UK FRSs), the NFCC and its partners by way of advice and consultancy, research, data collections, data cleansing and validation, data analysis, reporting and horizon scanning. The team is passionate about cultivating the evidence-based culture that is developing within the NFCC and across UK FRSs.

You will support the team to deliver key insights to various internal and external audiences. You will undertake robust quality assurance and validation of data collected to ensure that accurate and meaningful insights can be produced by the analysts.

Key responsibilities / level of accountability for delivery

- Responsible for building surveys or templates for data collections as required, following existing processes and guidelines
- Responsible for management of data requests, including timely sending of templates or surveys, efficient tracking of returns and responding (or signposting) to queries
- Responsible for the cleansing, validation and quality assurance of data, following existing processes, to ensure accuracy of returns and enable meaningful insight to be gathered by the analysts
- Provide support to the analysts, by producing simple reports as required (tables, charts, narrative)
- Provide administrative support to the team (including some diary management, meeting notes, mailbox management)
- Expected to keep up to date with developments in the UK FRSs



Key outputs including typical timeframes

- **Quarterly reporting on specific government grant spending by fire and rescue services.**
Sending out templates, monitoring returns, cleansing and validating data, following existing quality assurance processes and communicating progress to the analysts who will use the data to develop insights and reports for government.
- **Other regular and ad-hoc data collections, ranging from national data sets to information gathering surveys.**
Sending surveys or templates, monitoring returns, cleansing and validating data and producing simple reports (charts, tables, narrative)
- **Consultation surveys and responses.**
Following existing processes to build surveys and manage the responses.

Key Relationships

- Other analysts and managers in the team
- Other NFCC staff
- Fire and Rescue Service personnel

Education, Qualifications, Experience

- Excellent MS Excel skills (Pivot tables and charts, complex formatting, XLOOKUPS, Power Query)
- Excellent numerical skills with the ability to spot trends and anomalies
- Excellent attention to detail
- Excellent communication skills to be able to work as part of a team working solely from home
- Excellent organisational skills with the ability to prioritise and manage workloads effectively
- Experience in formatting data into an easily understandable format, e.g. templates, dashboards, reports etc. would be beneficial
- Some understanding of data mining tools and techniques, such as SQL, R, Python would be beneficial
- Some experience of data visualisation tools such as PowerBI would be beneficial



Behaviours and Values

- Be a champion of inclusion, equality and diversity, committed to creating safe working environments where individuals flourish, develop and thrive.
- Drive to make a real difference across our communities.
- Treat people with respect and trust and empower staff to do a great job.
- Take ownership and responsibility of actions and learn from mistakes.
- Act with integrity at all times.
- Use your significant expertise to shape safety for our communities and support our members