

 **JOB DESCRIPTION**  (Form HRJDES June 2017)

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| **Job Title**  | Data Systems Administrator  |
| **Post Number**  |  |
| **Responsible To**  | Corporate Systems and Governance Manager  |
| **Responsible For**  | None  |
| **Grade** | Scale 5 Scp 22-25 £20,661 – £22,658  |
| **Hrs** | 36.25hpw  |
| **Location** | Service Development Department, Ground Floor, LFRS Service Headquarters, Fulwood  |
| **Other terms and conditions** | National Joint Council for Local Government Services  |
| **Special Requirements**  | None |

**Our Aim**

The intended result of all our efforts is to: **make Lancashire safer.**

This is what we are here to achieve. We seek to do this by delivering prevention, protection and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

**Our Priorities**

* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Valuing our people so they can focus on making Lancashire safer.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do.

‘**STRIVE’** reflects the Service’s on-going desire to make great effort to achieve our purpose of making Lancashire safer:

**Service:** Making Lancashire safer is the most important thing we do and we work in a diligent and competent way.

**Trust:** We trust the people we work with and we contribute to a positive workplace.

**Respect:** We demonstrate consideration of others and we recognise how our behaviour may impact on others.

**Integrity:** We do what we say we will do and we work in a professional, positive non-judgmental way.

**Valued:** We actively listen and recognise the contribution of others whatever their role, background, ideas, views, or approach.

**Empowered:** We are encouraged to contribute to decision making, to resolve problems and we are accountable for our decisions, actions and behaviours.

You can read our full [Integrated Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2018/01/Integrated-Risk-Management-Plan.pdf)

Job Role

Support the Corporate Systems and Governance Manager in the delivery of the Knowledge

and Information team’s strategic objectives, the Research and Information Officer in the

administration of the Performance Management System, support the GIS and Data Analyst in the administration of the GIS and Gazetteer.

Responsibilities

* Assist with technical support and guidance in the use of the GIS product, Gazetteer and the

 performance information management system.

* Produce ad hoc reports using the Service performance information management system.
* Assist in producing guidance notes and documentation for the various systems within the

 Corporate Intelligence Section.

* Assist in the support and regular auditing/maintenance of the various systems across the

 Corporate Intelligence Section.

* Assist in ensuring geographic, addressing and performance data is in accordance with agreed

 quality standards/definitions.

* Support the ‘GIS & Data Analyst Officer’ in the integration of GIS and related systems with

 other applications for the purposes of data processing, display and exchange.

* Assist in the development of a self-service web GIS facility.
* Develop an understanding of Address Base premium and Ordinance Survey Change Only

 Update (COU) process.

* Support the Research & Information Officer in the construction of queries and reports to meet

 Service needs.

* Assist in the continued development of the performance information management system to

 meet the future needs of the Service.

* Support the RIO and GIS & DAO in the analysis of data and information for the production of proactive data analysis reports.
* Demonstrate a commitment to personal development and actively participate in the appraisal

 process.

* Promote a positive image of the Service in dealing with all other organisations and members

 of the public.

* To promote the principles of equality and diversity and comply with LFRS Equality, Diversity

 and Inclusion Policy at all times.

* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work.

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| **Data Systems Administrator** |
| **Qualifications**  | **Essential** | **Desirable** | **Assess By** |
| Educated to ‘A’ level standard or equivalent in a relevant subject e.g. Geography, Statistics | **X** |  | **A,V,I** |
| An appropriate degree in a relevant subject such as Geography, Information Systems or Social Sciences |  | **X** | **A,V,I** |
| **Experience**  |  |  |  |
| Experience in using GIS products | **X** |  | **A,I,P** |
| A working knowledge of report writing applications or techniques | **X** |  | **A,I,P** |
| Experience of extracting and presenting statistical data for use in reports | **x** |  | **A,I,P** |
| **Knowledge, Skills and Abilities**  |  |  |  |
| A practical understanding of geographical information systems | **x** |  | **A,I,P** |
| A practical/basic understanding of relational databases including (Structured Query Language) SQL | **x** |  | **A,I,P** |
| Knowledge of geographical information standards | **X** |  | **A,I** |
| Advanced skills and knowledge of the Microsoft Office packages, particularly Excel (but also including Word, Access, PowerPoint) or equivalent | **x** |  | **A,I** |
| Ability to work under own initiative and as part of a team | **x** |  | **A,I,R** |
| Ability to communicate effectively at both a technical and non-technical level | **X** |  | **A,I,R** |
| Flexible approach to new challenges and opportunities | **X** |  | **A,I,R** |

**KEY**

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| A -Application  | I-Interview | V-Verification |  T-Test | P-Presentation | R-Reference |

**Terms and Conditions**

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| **Grade** | Grade 5 scp 22 -25 £20,661 - £22,658 |
| **Hrs** | 36.25hpw  |
| **Location** | Service Development Department, Ground Floor, LFRS Service Headquarters, Fulwood  |
| **Car Parking**  | Free Car Parking Facilities are available at LFRS Service Headquarters. |
| **Pension** | Local Government Pension Scheme |
| **Annual Leave****Entitlement**Pro-rata for part-time employees | The annual leave year for business support staff runs from 01 April to 31 March.The scale of annual leave is as follows:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Spinal Column Point** | **0-5 Years** | **5-9 Years\*** | **10 Years\*** |
| ***Up to point 21*** | 22 | 27 | 27 |
| ***Point 22 to 28*** | 25 | 27 | 28 |

Plus bank holidays, plus 2 extra days which are accrued if in post at Christmas/New Year. Staff employed at LFRS Service HQ, are required to take the 2 extra days plus some annual leave to facilitate the Christmas closure. |
| **Other Terms and Conditions**  | National Joint Council for Local Authorities Fire Brigades.  |
| **Car****Categorisation** | None  |
| **Clearances** | Satisfactory referencesOccupational Health Assessment  |
| It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions. To this end, LFRS will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentially. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed. |