



ROLE DESCRIPTION

SAFETY SYSTEMS & DATA ANALYST

Cluster	Stronger Communities
Directorate / Business Unit	People and Strategy Safety
Role Number	52017485
Grade	RFS Level 6/7
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	13 February 2024
Website	www.rfs.nsw.gov.au

About Us

The Rural Fire Service (RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

Role Purpose

Provide comprehensive Work Health and Safety (WHS) data management, analysis and reporting services, to enable evidence informed decision making for continuous improvement in WHS practice and performance.

Key Accountabilities

1. Support data and analytical activities to develop safety reports for a broad range of stakeholders.
2. Act as a subject matter expert for RFS Safety Systems, ensuring administration is maintained and the system meet organisational and user needs.
3. Support database design, spatial database systems, data relationships, web services and software to facilitate efficient and productive use of defined systems.
4. Co-ordinate continuous improvement of database systems and performance measurements through engagement and interaction with stakeholder groups informing current and future programs and initiatives.
5. Provide analysis and resolution of third level support issues and provide advice and support to development and technical teams in diagnosing, documenting, and resolving issues.
6. Ensure database stability, capability and currency, while delivering enhancements, efficiencies and improved user experiences in the use of the Health & Safety ICT systems.
7. Research and remain current on technologies, trends, issues, standards and methodologies, and identify opportunities to improve systems and processes.
8. Support the RFS Executive and Health & Safety unit to build and maintain the health and safety incident reporting ICT systems and develop reports and business tools.

Essential Requirements

- A Certificate IV in a relevant discipline (e.g. Business) or equivalent expertise.
- Current Driver Licence, ability and willingness to travel.
- During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

Key Knowledge and Experience

- Knowledge of Microsoft Office, with advanced skills in Excel and Jotform.
- Deep knowledge of data visualisation tools (Power BI).
- Skilled in end-to-end-data processes applicable to large and complex datasets, including data definition, collection, cleaning extraction, analysis, validation, data presentation and complex reports to a wide range of stakeholders.
- A knowledge of ICT system maintenance and improvement.
- Ability to map, understand and apply business process improvement and re-engineering to Health and Safety ICT systems.
- Genuine appreciation and understanding of a volunteer-based community service.

Role Dimensions

Decision Making

- The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
- Routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.
- The incumbent seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.

Reporting Line

The role reports to the Manager Safety.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key Relationships – Internal

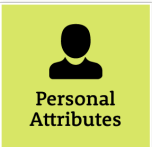
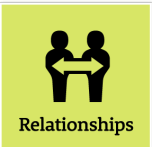
Who	Why
> Manager	> Work in close collaboration to ensure the seamless delivery of services.
> Team	> Provide professional guidance and development to build capability and ensure consistent quality and accessible service provision.
> Executive, Managers and Supervisors	> Maintain an inter-unit 'teams based' approach that builds capacity and has a focus on the provision of quality services.
> NSW RFS Members	> Develop and maintain effective working relationships and open channels of communication across the agency to effectively contribute to better outcomes for our members and the community.



Key Relationships – External

Who	Why
> Other emergency services groups and professional bodies	> Work collaboratively to develop and communicate relevant research and practice outcomes.

Capabilities for the Role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. **Focus capabilities** are considered the most important for effective performance of the role.

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate

	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
	Finance	Foundational
	Project Management	Foundational
	Procurement and Contract Management	Foundational
	Technology	Adept