

Job Family:	Apprentice	Grade:	Apprenticeship - Level 4
Job Title:	Data and Insight Apprentice	Directorate:	Chief Executive's
Date:	5th July 2019	Version:	1:1

Role Profile - Details Specific to Job Family

The primary role of a Data Analyst is to collect, organise and study data to provide business insight. Data analysts are typically involved with managing, cleansing, abstracting and aggregating data, and conducting a range of analytical studies on that data. They work across a variety of projects, providing technical data solutions to a range of stakeholders/customers issues. Analysts document and report the results of data analysis activities making recommendations to improve business performance and have a good understanding of data systems as well as procedures and the range of analytical tools used to undertake a range of different types of analyses.

The apprentice's role will be to assist and learn from the Data Analysts, carrying out the more introductory level aspects of data analysis.

Role Profile - Details Specific to Grade

Carries out a range of tasks assisting fellow team members. Job holders will work within detailed instructions and prioritisation of tasks will be done for them by a supervisor or system process.

Brief Description of job role and department

Working with the Chief Executive's Directorate to learn admin and business processes. To provide an effective and efficient admin service to the Customers, Commissioning and Governance Team.

Representative accountabilities

- N/A at this level

Budgetary accountabilities

- None

Specific accountabilities

- Support the collection, collation, analysis and dissemination of data analysis.
- Support the completion of statutory returns required by central and local government agencies.
- Support the production of regular performance reports to internal customers including senior managers.
- To work with services on the cleansing of data sets to improve the quality and accuracy of the recording of data for performance management purposes.
- Produce simple geographic analysis using the Council's mapping tool.
- Run reports from various ICT systems used for the extraction and analysis of data.
- To undertake any other project work as required within the Research and Intelligence Service including responding to ad hoc requests from services for information and

analysis of data.

Person specification (knowledge, skills, experience and behaviours required in the role)

- Accurate and competent IT skills - particularly Microsoft Excel.
- Ability to develop further IT skills, using a wide range of IT packages in a business environment, and ability to use these to deliver cost-effective and a customer focused service.
- Able to work flexibly within a team, asking for and giving support as needed.
- Sound time management skills in ensuring tasks are completed within agreed timescales.
- Develop excellent communication skills and gain experience of communicating in person in a calm, courteous, confident and professional manner. Learn to communicate complex matters clearly and concisely whilst using the most appropriate style and method of communication with people at different levels both inside and outside the Organisation.
- Demonstrates willingness to take on opportunities to develop Project Management skills through supported management of small projects or subprojects.
- Correctly process incoming data and maintain record keeping and electronic filing systems.
- Develop knowledge of the service area.
- Complete NVQ qualification to be completed during employment.

Corporate Responsibilities

To be aware of and perform the duties of the role in accordance with all Council policies and procedures including:

- Health and safety
- Equalities and Diversity
- The Council's Code of Conduct
- The Council's Core Behaviours
- Information Security and the Data Protection Act
- The Council's Core Values and other Sutton policies and procedures
- Undertake duties consistent with the responsibilities of the post as required by the designated line manager/supervisor
- Attend training as required
- Attend and participate in team meetings
- Complete mandatory E-learning