

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Data Analyst Higher Apprentice	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Business Intelligence		
Service Area:	Commissioning Support Unit		
Primary Location:	Shire Hall, Warwick		
Political Restriction	None		
Responsible to:	Strategic Consultation & Engagement Lead		
Responsible for:	N/A		

#### Role Purpose

This level 4 apprenticeship will enable the post-holder to develop skills relating to data collection, analysis and presentation. These skills will be used to identify trends, interpret statistics and present findings, and the recommendations that emerge will inform strategic and operational decision-making.

Candidates for this role should have the ability to learn how to collate and analyse data from a wide variety of sources, and be able to extract succinct information and evidence. An ability to present information to a variety of audiences in written, verbal or graphical form will be developed, and the Apprentice will learn how to work well both as part of a team and on their own initiative. The Apprentice will be supported in developing strong interpersonal skills, and the ability to build and maintain relationships across a variety of services and agencies.

The role will be located within the Business Intelligence Service, alongside other analytical roles, and the post-holder will work closely with colleagues in order to apply best practice analytical techniques.

This specific Apprenticeship position will have a primary focus on the management and analysis of consultation and engagement data, but will work across the service on a range of other projects as part of a wider development programme.

## Role Responsibilities

1. To collate, manage and analyse relevant datasets to inform both operational and strategic decision-making.
2. To use a variety of analytical techniques in a creative way to draw inferences and make recommendations to support the business.
3. To identify information/intelligence gaps that impact on our ability to understand an issue.
4. To proactively identify and evaluate new sources of information that will add value to analytical products.
5. To present analytical findings in verbal, written and visual formats to both internal and external audiences.
6. To build and maintain relationships with internal service areas and external agencies to facilitate the exchange of information.
7. To maintain an awareness of developments within business intelligence and apply that learning to enhance analytical products.
8. To maintain an interest in best practice data collection and analysis for the purposes of consultation, engagement and survey design and apply this learning.
9. To support the on-going development and maintenance of relevant core information systems.
10. To represent the Business Intelligence Service in meetings.
11. To ensure integrity, fairness and a consideration of the needs of others is incorporated into daily duties and relationships with colleagues.
12. To work closely with colleagues in the Business Intelligence Service and other relevant business areas.
13. To deputise for the Strategic Consultation & Engagement Lead when necessary
14. To work collaboratively with colleagues across the Performance Business Unit in our role ensuring the council effectively uses robust evidence as the basis for its decision making.
15. To contribute positively to the development of a customer-focused culture, and promote the Council's vision, outcomes, and core priorities.
16. Any other duties allocated by the Strategic Consultation & Engagement Lead which are within the scope of the grade
17. To carry out duties in accordance with the Council's Information Security Standards and Human Resource Policies; compliance with the Data Protection Act, Freedom of Information Act and any other relevant legislation that directly affects service delivery.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed by:
<ul style="list-style-type: none"> <li>Educated to Level 3 (A-level or equivalent), or with relevant experience in analytical roles</li> </ul>	A, I, D
<ul style="list-style-type: none"> <li>Keen to learn new skills in data analysis. Skills could vary between statistical analysis, data presentation and programming languages (such as SQL or Python) based on your own preferences and strengths.</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Some experience of analysing information from a variety of sources in order to inform colleagues, evidence work or advocate projects.</li> </ul>	A, I, T
<ul style="list-style-type: none"> <li>Familiarity with office productivity software, such as Microsoft Office, Google Drive or LibreOffice. Particularly with a Word processing or Spreadsheet processing tool.</li> </ul>	A, I, T
<ul style="list-style-type: none"> <li>Familiarity or desire to work with information systems for data storage, extraction and analysis. An information system could be Microsoft Access, any SQL infrastructure or a similar bespoke tool.</li> </ul>	A, I, T
<ul style="list-style-type: none"> <li>Comfortable with approaching large datasets for problem solving, data cleansing or research purposes.</li> </ul>	A, I, T
<ul style="list-style-type: none"> <li>Some experience of verbal, written and graphical presentation of information</li> </ul>	A, I, T
<ul style="list-style-type: none"> <li>Able to communicate information in an attractive, clear and structured format, and be able to adapt information to various audiences</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Be well-organised, flexible, open to change and willing to learn</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to build and maintain relationships with colleagues both in the organisation and with partner organisations.</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to take new ideas and concepts forward into independent work.</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to work as part of a team in a dynamic environment</li> </ul>	A, I
<ul style="list-style-type: none"> <li>Able to respect the confidential and sensitive nature of personal information. Awareness of the importance of confidentiality, governance and security.</li> </ul>	A, I

Desirable Criteria	Assessed by:
<ul style="list-style-type: none"> <li>Experience of analytical and reporting software such as Power BI</li> </ul>	A
<ul style="list-style-type: none"> <li>Experience of GIS software such as QGIS, MapInfo or ArcGIS</li> </ul>	A
<ul style="list-style-type: none"> <li>Knowledge of local authority services such as social care, education or public health, and the ability to apply that knowledge to business data and information</li> </ul>	A, I
<ul style="list-style-type: none"> <li>A Levels/Level 3 equivalent qualifications in Maths, ICT, Finance or STEM subject</li> </ul>	A, D

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	