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:	Apprentice Software Developer	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:	Data Engineer		
Responsible for:	N/A		

Role Purpose

This Higher-level Apprenticeship scheme will enable the post-holder to develop skills relating to data science, machine learning and web development. This will be complemented by the Level 4 qualification in Software Development. The course covers a wide range of programming languages and methodologies, information on the course is available at this URL:
https://www.jbctraining.co.uk/software-apprenticeships.html

Candidates for this role should have a keen ability to learn, and bring enthusiasm and creativity to their work. They will be encouraged to gain skills in a wide range of languages and software, in order to innovate and provide new ideas for the organisation. 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 Insight Service, alongside other Analyst Programmer roles, in addition to traditional analytical roles. The post-holder will work closely with colleagues in order to provide automated solutions to regular tasks, self serve analysis tools and predictive analytics. The emphasis will

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be on developing applied technical solutions to help the organisation improve rather than traditional software development that is designed purely for commercial application.

Role Responsibilities

1. To assist in providing the business with self service access to data, and extend this with automated analysis and machine learning.

2. To assist in developing new corporate infrastructure, such as spatial databases and web map services, and extending existing infrastructure with new tools.

3. To work with analysts to identify sources of data, or new software that would improve access to intelligence or expand on the potential of existing intelligence.

4. To proactively identify and evaluate new sources of data that will add value to analytical products.

5. To present analytical findings or developed solutions 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 proactively identify the range of existing data/tools used by the organisation, and assist in streamlining similar data/tools into one version of the truth.

9. To support the ongoing development and maintenance of relevant core information systems.

10. To represent the Insight 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 Insight Service and other relevant business areas.

13. To deputise for the Analyst Programmer 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 Analyst Programmer 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, GDPR, 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:
● Educated to Level 3 (A-level or equivalent), or with relevant experience in analytical or programming roles	A, D
● GCSE passes (grade A – C / 9 – 4) or equivalent in English and Maths, or if not previously achieved, the ability to achieve them as part of the apprenticeship	A, D
● Familiarity with at least one programming language, and/or a desire to learn programming languages.	A, I
● Keen to learn new skills in data analysis. Skills could vary between statistical analysis, data presentation and analysis languages (such as SQL or R) based on your own preferences and strengths.	A, I
● Some experience of analysing information from a variety of sources in order to inform colleagues, evidence work or advocate projects.	A, I, T
● Familiarity with office productivity software, such as Microsoft Office, Google Drive or LibreOffice. Particularly with a Word processing or Spreadsheet processing tool.	A, I, T
● 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.	A, I, T
● Comfortable with approaching large datasets for problem solving, data cleansing or research purposes.	A, I, T
● Some experience of verbal, written and graphical presentation of information.	A, I, T
● Able to communicate information in an attractive, clear and structured format, and be able to adapt information to various audiences.	A, I
● Be well-organised, flexible, open to change and willing to learn.	A, I
● Able to build and maintain relationships with colleagues both in the organisation and with partner organisations.	A, I
● Able to take new ideas and concepts forward into independent work.	A, I

● Able to work as part of a team in a dynamic environment	A, I
● Able to respect the confidential and sensitive nature of personal information. Awareness of the importance of confidentiality, governance and security.	A, I

Desirable Criteria	Assessed by:
● Experience in any of the following software: Business Objects, CorVu, FME, SSMS or equivalent, Git	A
● Good experience of at least one of the following languages: Python, JavaScript, C#, SQL, R	A, I
● Experience of GIS software such as QGIS, MapInfo or ArcGIS	A
● 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	A, I

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.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting

☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☒ Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☐ Face-to-face contact with members of the public
☐ Other (please specify):	