

**Apprenticeship**

**Level 4**

**Description**

**Data Analyst**

|  |  |
| --- | --- |
| **Date** | **27/02/2019** |
| **Apprenticeship Title** | **Data Analyst** |
| **Training Provider** | **QA Ltd** |
| **Weekly Wage** | **£144.30 (if 19 years old or over, after 12 months your salary will increase to minimum wage for your age)** |
| **Working Week** | **Monday – Friday, 9am – 5pm** |
| **Expected Duration** | **24 months** |

|  |
| --- |
| **Vacancy description** |
| As a Data Analyst apprentice within Cumbria County Council you will receive:* High quality training and development opportunities
* Personalised support from managers and mentors
* The opportunity to work alongside skilled and experienced staff gaining valuable job specific and transferable skills that will support you in your future career
 |
| **Key job specific activities** |
| Topics covered by this apprenticeship may include:* Identifying, collecting and migrating data to/from a range of internal and external systems
* Interpreting and applying the organisation’s data and information security standards, policies and procedures to data management activities
* Collecting and compiling data from different sources
* Performing routine statistical analyses and ad-hoc queries
* Assisting production of performance dashboards and reports
* Assisting with data quality checking and cleansing
* Applying the tools and techniques for data analysis, data visualisation and presentation
* Summarising and presenting the results of data analysis to a range of stakeholders making recommendations
 |
| **Key Information**  |
| **Qualifications required:**  | 3 x A Levels (or equivalent Level 3 qualifications) and 5 x GCSE’s at Grade C / 4 or above (or equivalent) including Maths and English |
| **Desired Skills** | We welcome applications from self-motivated individuals who are able to work as part of a team and are willing to learn and develop the following skills:* Excellent communication skills
* Excellent organisation and planning skills
* Excellent listening and observation skills
* Excellent customer services skills
* Excellent levels of IT competency (Microsoft office software including Word, Excel, PowerPoint and Outlook)
* Excellent time management skills
 |
| **Personal Qualities and Behaviours** | All County Council employees must adhere to the Council Behaviours which are:* Communicate in a clear and constructive way
* Act with honesty and respect for others
* Demonstrate a positive flexible attitude
* Take responsibility for our actions
* Be committed to one team
 |
| **Training provided**  |
| Data Analyst Level 4 Apprenticeship Cumbria County Council works with a range of high quality training providers, who deliver qualification and training courses for apprentices employed by the council.These training providers will undertake the initial aptitude assessments; support with the recruitment process; deliver the qualification training (and ongoing assessments) and work closely with council staff to support apprentices to successfully complete their apprenticeship and move on to further training or employment. |
| **Disclosure and Barring Service – DBS Checks** |
| * This post does not require a DBS check.
 |
| Other Factors |
| * Applicants must be aged 18 or over at the start date of the apprenticeship.
* You must ensure that you are able to travel to and from the work location specified on a daily basis. A maximum of up to £15.00 per week will be paid to support your travel from home to work.
* Following the successful completion of the apprenticeship programme many of our apprentices have moved on to either a higher level apprenticeship or have secured permanent employment with the council or other employers and have embarked on an exciting career pathway. Whilst there is no guarantee that a position would become available at the end of your apprenticeship, Cumbria County Council works in partnership with other organisations throughout the county to maximise the opportunities that are available to apprentices. The skills you learn and the qualifications gained will be transferable to other roles either within the County Council or with other employers.
 |