 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  Finance, Development and Regeneration		<b>Service Area:</b>  Revenues, Benefits and Welfare	
<b>JOB TITLE:</b> Trainee Data Analyst			
<b>GRADE:</b> Grade C, with progression after 1 year subject to criteria.			
<b>REPORTING TO:</b> System and Service Development Manager			
<b>QUALIFICATION:</b> Data Analyst – Level 4 apprenticeship & DA-100 Analysing Data with Microsoft Power Bi			
<b>Duration:</b> 18 months			
1.	<b>JOB SUMMARY:</b>  To collect, organise and study data to provide business insight.  To work towards completion of the above qualifications whilst gaining relevant on the job work experience		
2.	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To support the functions of the Revenue, Benefits and Welfare teams with the provision of data, insight and intelligence.	
	2.	Identifying data sources to meet service requirements (internal and external).	
	3.	Collect compile and cleanse data.	
	4.	Analyse success of processes e.g. data profiling, nudging, collection techniques to inform future strategies and processes.	
	5.	Produce performance dashboards.	
	6	Identify analyse and interpret trends or patterns in data sets.	
	7	Ensure data is appropriately stored and archived in line with GDPR.	
	8	Draw conclusions and recommend an appropriate response, offer guidance or interpretation to aid understanding of the data.	
	9	Creating graphs, reports and tables on the back of data.	
	10	Summarise and present the results of data analysis to a range of stakeholders, making recommendations.	
	11	To be proactive in finding appropriate solutions to meet the business requirement, provide suggestions for improvement, review tasks and problem solve.	
3.	<b>GENERAL</b>		

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture, supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	M CONNOLLY		17.05.22
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description dated MAY 2022**




## PERSON SPECIFICATION

Job Title/Grade	Trainee Data Analyst	Grade C in Year 1
Directorate / Service Area	Finance, Development and Regeneration	Revenues, Benefits and Welfare

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Level 3 qualification (e.g. Apprenticeship, A-Levels/BTEC etc) <b>OR</b> equivalent work experience (typically 2 years in a relevant role)</p> <p>AND</p> <p>Minimum 5 GCSEs Grade 4 (C) or above which must include English &amp; Maths</p>		Application form
Experience	<p>Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative</p> <p>Maintenance of manual and computerised records.</p>	Dealing with confidential/sensitive information.	Application / Interview

Knowledge & Skills	<p>Excellent IT Skills – experience using Excel and Microsoft products (or similar)</p> <p>Strong Numerical Skills</p> <p>Attention to Detail</p> <p>Good problem solving skills and sound judgement</p> <p>Good communication skills - listening, spoken and written.</p> <p>Be articulate and able to communicate with a wide range of people</p> <p>Ability to organise own workload and work to deadlines</p> <p>Work effectively under pressure.</p> <p>Have the ability to understand and follow written working procedures.</p> <p>Ability to innovate and solve problems logically.</p>	Report writing skills	
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Committed to own personal development</p> <p>High personal standards of self-discipline</p> <p>Highly motivated, energetic, not easily discouraged</p>		Application / Interview
Other requirements	<p>An inquisitive mind with a keen eye for detail.</p> <p>A flexible and enthusiastic approach to work.</p>		

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Finance, Development and Regeneration	<b>SERVICE AREA:</b> Revenues, Benefits and Welfare
<b>JOB TITLE:</b> Trainee Data Analyst	
<b>GRADE:</b> Grade C, with progression in year 2 subject to criteria.	
<b>REPORTING TO:</b> System and Service Development Manager	

**The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.**

Known Risk	Yes/No
Is required to work at heights or on ladders	
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	
Is required to drive an HGV/LGV/PCV/Minibus	
Is required to undertake agriculture, horticulture or gardening work	
At risk from noise that might affect an employee's health (will be required to wear hearing protection)	
Will be exposed to vibration likely to be above the exposure action level.	
Prolonged or frequent exposed to hazardous substances such as machine generated wood dust, other heavy or excessive concentrations of mineral dust, solder flux or tar.	
Potential exposure to asbestos	
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	
May be exposed to lead or lead based products	
Food handling and preparation	
Will require a health assessment for regular night working	
Will be using Display Screen Equipment	YES
Other known risks – please detail	
No known risks associated with this role	

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager: M Connolly

Date: May 2022