



## JOB DESCRIPTION

# One Council, One Borough.



<b>Job Title:</b>	Apprentice Data Analyst	<b>Grade:</b>	Apprentice
<b>Directorate:</b>	Strategy, People and Performance	<b>Service:</b>	Strategic Hub
		<b>Date of Issue:</b>	November 2025
<b>Responsible to:</b>	Performance and Business Intelligence Officer		

### Main Purpose of Job

- To support the Performance and Business Intelligence Officer in the development of Power BI driven data dashboards that meet the needs of service users, senior management and elected members.
- The post holder will support the Strategic Hub in administering the Council's wider Performance Framework, working to enhance process automation and efficiency, whilst upholding the highest standards around data quality.

### Main Duties & Responsibilities

- Support the design, development and maintenance of Power BI dashboards in response to internal client requests and corporate requirements
- Using key business system data sources and information management systems to organise data and report performance in line with the Council's priorities, plan and business cycle
- Provide advice to relevant stakeholders to support effective data analysis and visualisation

- Support the delivery of projects in line with agreed timescales
- Undertake a relevant apprenticeship course

**Service Responsibilities**

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety Policy and Procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
7. To contribute to any internal and external audit programmes and be responsible for the implementation of agreed audit recommendations.
8. To be aware of and adhere to the Council's safeguarding Children and Adults at Risk of Abuse and Neglect Policy.

**Occasional Tasks/Duties/Responsibilities**

1. Requirement to take a role in relation to civil contingencies as needed

**This job description is not exhaustive and provides an indication of the scope and length of the main duties and responsibilities to be undertaken by the post holder and may be subject to amendment or alteration. The job description may be changed from time to time to meet changing circumstances and does not form part of your Contract of Employment.**

**PERSON SPECIFICATION**

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<b>Post No:</b>		<b>Date of Issue:</b>	November 2025
<b>Responsible to:</b>	Performance and Business Intelligence Officer		

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATIONS	4 or more GCSEs, including maths & English at grade 4 / C *	✓		A / D
	Any IT related qualifications		✓	A / D
SPECIAL CONDITIONS	To be able to undertake an apprenticeship course including travel to an appropriate college for day release	✓		A / I
	A passion for data analysis	✓		A / I
SKILLS & COMPETENCIES	Experience of using IT systems, including Microsoft Office/365 packages	✓		A / I
	Ability to work as part of a team	✓		A / I
	Communicates information clearly, accurately, positively and in a timely manner	✓		A / I
	Ability to prioritise own workload, working autonomously to meet customer needs	✓		A / I
OTHER	Able to bring energy, vitality and challenge to the team. Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	✓		A / I
	Demonstrate high standards of personal and professional conduct and be a role model to others	✓		A / I

**Key:**

A = Application  
I = Interview and /or Test  
D = Documentation

\*If you do not hold a suitable maths or English qualification, you will be required to complete initial assessments by the apprenticeship course provider.