



Candidate Information Pack

Somerset
Council

Apprentice – Data Analyst (Education) Business Intelligence

SCC05595/TC

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If you are interested in finding out more before applying, please get in touch with James Hadley Jhadley@Somerset.gov.uk or phone 01823 359725

If you have any questions about the benefits we offer, or our recruitment process, please contact our Recruitment Team on recruitment@somerset.gov.uk or telephone on **01823 356893**

We will notify you by email if you have been selected for interview or have been unsuccessful on this occasion. Please check that the automated email has not gone in your junk mail folder before contacting us.

When completing your application/CV please provide your full employment history and ensure that any gaps in employment are explained. Please start with your current or most recent employment.

What You Will Be Good At

Qualifications, Knowledge Experience and Skills

We are looking for the following skills and personal qualities

Skills

- Strong communication skills both written and verbal (Essential)
- Excellent organisational skills (Essential)
- Excellent attention to detail and ability to work with a high level of accuracy (Essential)
- The ability to learn and apply new software (Essential)
- The ability to work as part of a team (Desirable)
- Able to be flexible and deal with varying tasks (Desirable)
- High levels of personal motivation (Essential)
- Good IT skills: word processing, spreadsheet, email and internet and ability to learn new software (Desirable)

Knowledge

- An aptitude for mathematics (Desirable)
- An understanding of what the Council Provides (Desirable)
- Awareness of new technologies (Desirable)

Experience

- Experience or interest in learning how to write code (Desirable)

Qualifications

- GCSEs at grade C/5 or equivalent in English and Maths (Essential)
- Having attained, or working towards a level 3 qualification (e.g. A levels or equivalent, Level 3 Apprenticeship, etc.) (Essential)

Please ensure you list your GCSE's on your application form.

All disabled applicants meeting the essential criteria will be interviewed.



What You Will Deliver

Key tasks and responsibilities

:

We're working to improve the lives of people in Somerset – and you'll be a key part of that. We are looking for an Apprentice Data Analyst to join our busy Business Intelligence Team. You'll gain hands on experience of using information and data to support the delivery of Council services and improve the outcomes for local people.

The Business Intelligence Team supports the delivery of Council Services through the provision of data analysis, intelligence and insight. Apprentices will gain knowledge and experience of data analysis tools and techniques using a range of databases and reporting systems. You will also be expected to attend classes from our training provider which could be in person or online.

Regular tasks and roles would include:

Ensuring accurate collection and collation of datasets from a range of sources

Gain an understanding of data structures, data systems and reporting tools and techniques

Use a range of techniques to analyse and interpret data with a view of turning data into information into intelligence into insight and thus drive improved services and outcomes

Performing database queries across multiple platforms

Assist in the production of a range of routine and adhoc reports. These reports are required by a wide range of audiences and as such will call on the use of varying tools and techniques for data presentation and visualisation

Gain an understanding of data quality and sharing principles

Develop a knowledge of how large and complex organisations can use data and information to improve the way they operate and achieve better outcomes for their "clients"

We offer ongoing support, training and guidance to help you be the best you can be. But it will really help if you have:

GCSEs at grade 5 or equivalent in English and Maths

Having attained, or working towards a level 3 qualification (e.g. A levels or equivalent, Level 3 Apprenticeship, etc.)

Strong communication skills both written and verbal

Excellent organisational skills

Excellent attention to detail and ability to work with a high level of accuracy

Good IT skills and the ability to learn and apply new software

We're proud to be here for the people of Somerset. And that means everyone in Somerset. An important part of this is ensuring that we are as diverse and inclusive as the people and communities we serve.

We welcome applications from a diverse range of backgrounds and experiences to enrich our team. You can always contact the hiring manager for a chat if there's anything you want to talk about before you apply.

Notes

Competencies / attributes

Somerset Council has developed an attributes framework which will be a key component of the role; this can be found on the Council's website.

Ability to provide advice and guidance in fluent spoken English.

Ability to promote and safeguard the welfare of the children and young people.

This role requires a criminal background check (DBS) via the disclosure procedure.

	What We Will Offer You in Return
Salary and grade:	Grade 15, between £24,027 and £24,404 per annum Appointments are normally made at the bottom of the salary scale.
Contract type:	Fixed term for 30 months from September.
Location:	County Hall, Taunton, TA1 4DY.
Hours of work:	37 hours per week. These will be in agreement with the line manager.
Annual leave:	For this grade: 25 days or, with more than 5 years continuous service 28 days. This is inclusive of two statutory days. In addition, there are 8 bank holiday days. Please note, the amount stated will be pro-rata for part-time and fixed term contract posts. The annual leave year starts on 1 st April or 1 st of the month in which the contract commences.
Probationary period:	The appointment will be subject to a probationary period of 6 months. Internal applicants who have already completed their probationary period would not normally be expected to complete this again.
Notice period:	Following completion of the probationary period, this post will be subject to a notice period of one calendar months on either side.



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