# DATA TECHNICIAN APPRENTCE – LEVEL 3

Have you got passion, drive, good communication skills and a positive outlook? Would you love to earn while you learn and achieve a Level 4 qualification? If so, this apprenticeship could be the perfect opportunity for you!

This is a great opportunity for someone who is looking to advance their IT career, the apprentice will find themselves in a supportive team environment and will be mentored appropriately to achieve their apprenticeship qualification.

## RESPONSIBILITIES OF THIS ROLE:

• You will receive a brief to follow and meet goals set

• Must follow all company policies and procedures

• Demonstrates excellent time keeping and time management

• Must meet own KPI's for own job and works completed

• Supports Management by analysing and providing data on various objectives

• Manages a given database or databases, such as keeping detailed records of various database types such as business development sheets

• Understands and applies basic marketing principles and customer lifecycle, role of customer relationship marketing.

• Shares best practice to team

• Pro-actively looks for new ways we can improve as a team or as a Company

• Assists management by providing visual reports to the Directors to aid in business decisions

• Achieves deadlines and goals

• Develops strategies to achieve performance goals

• Conducts team meetings to update members on best practices and continuing expectations

• Excellent verbal and written communication skills

## DESIRED QUALIFICATIONS:

• Qualifications to include either 5 GCSEs (grades 9-4 or equivalent including Maths and English)

## DESIRED SKILLS:

• Current relevant legislation and its application to the safe use of data

• Organisational data and information security standards, policies and procedures relevant to data management activities

• Principles of the data life cycle and the steps involved in carrying out routine data analysis tasks.

• Principles of data, including open and public data, administrative data, and research data

• The differences between structured and unstructured data

• The fundamentals of data structures, database system design, implementation and maintenance

• Principles of user experience and domain context for data analytics

• Quality risks inherent in data and how to mitigate/resolve these

• Principal approaches to defining customer requirements for data analysis

• Approaches to combining data from different sources

• Approaches to organisational tools and methods for data analysis

• Organisational data architecture

• Principles of statistics for analysing datasets

• The principles of descriptive, predictive and prescriptive analytics

• The ethical aspects associated with the use of and collation of data

## DESIRED PERSONAL QUALITIES:

• Maintain productive, professional and secure working environment

• Shows initiative, being resourceful when faced with a problem and taking responsibility for solving problems within their own remit

• Works independently and collaboratively

• Logical and analytical

• Identifies issues quickly, enjoys investigating and solving complex problems and applies appropriate solutions. Has a strong desire to push to ensure the true root cause of any problem is found and a solution is identified which prevents recurrence.

• Collaborate and communicate with a range of internal and external stakeholders using appropriate styles and behaviours to suit the audience

• Use a range of analytical techniques such as data mining, time series forecasting and modelling techniques to identify and predict trends and patterns in data

• Collate and interpret qualitative and quantitative data and convert into infographics, reports, tables, dashboards and graphs

## PAY & FURTHER DETAILS:

• Salary: £7

• Apprenticeship Duration: 18 months

• Location: Birmingham

• Working Hours: 37.5 hours per week

• 24 days holiday

## ELIGIBILITY CRITERIA:

• Nationality requirements:

- Must be a UK National or have a naturalisation certificate

- Must be a UK resident for 4 out of the last 5 years