

POST TITLE	GRADUATE APPRENTICE – DATA SCIENCE
DIRECTORATE	PLACE
SERVICE	HOUSING AND HOMELESSNESS
RESPONSIBLE TO	SENIOR POLICY AND INSIGHT OFFICER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

The post holder will, under guidance, provide support to projects that contribute to the recording, analysis and uses of data within the Housing and Homelessness service and support the achievement of the service and Council's key objectives and policies.

The post holder will be required to work towards a Graduate Apprenticeship (degree level professional qualification) in Data Science. They will undertake relevant modules to supplement this learning and develop general management and business knowledge and skills.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Collect, analyse and interpret large datasets to identify trends, patterns and insights.
- Analyse complex datasets across a variety of systems and services. Using various tools and techniques, including statistical methods and data visualisations to produce meaningful data, insight reports and dashboards.
- Assist in developing and processing reports for Service Managers, Council Committees, and other bodies.
- Liaise with other Council functions and external agencies and statutory bodies.
- Providing support for various types of data project-related activities and will support service specific priorities and business objectives.
- Support the research and preparation of information for or related to projects, and support service level agreements. Ensure appropriate systems are in place to facilitate analysis of data to improve performance management, provide insight to enable prevention action and identify improvements to aid service planning..
- Contributing to multi-disciplinary teams in delivering key projects, applying expertise and knowledge under the supervision of a service manager, including contribution to projects, programme, research, and information analysis.
- Develop effective internal and external contacts and partnerships.
- Assess the effectiveness and impact of projects and advise of operational changes and improvements.
- Respond to enquiries, internal and external, with a particular emphasis on the preparation of statistical and other data.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS AND RELATION-SHIPS, DECISION-MAKING)

- Under the direction of the Service Manager prepare reports, suggest creative solutions.
- Manage own time to meet changing deadlines and re-balance conflicting priorities whilst working to key performance indicators
- Liaise with line managers if any operational or technical difficulties arise or if there are challenges in meeting timescales.
- Be educated to Higher level to qualify for a degree level University course.
- The complexity of work will be determined by the Service Manager in accordance with the development plan for the apprentice programme.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Respond to changing priorities and demands from internal and external customers.
- Although the post may be exposed to some physical demands some adverse working conditions these will be predominantly within the range of normal office based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF EMPLOYEES)

No direct responsibility for supervising staff.

RESOURCES

Responsible for the proper use and safekeeping of a PC and for the security and maintenance of manual and electronic data, including commercially sensitive information relating to tenders, contracts and supplier relationships.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems, and procedures;
- Reporting any hazards, damage, or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.