L4 Data Analyst Apprentice – John Leggott College – Scunthorpe, DN17 1DS – Salary £15k – 37 hours per week

Job Purpose

- To maintain accurate data and analyse a wide range of college data to inform and support the college. With responsibility to produce reports and data visualisations, the post involves working closely with the college manager.
- Technical competencies required include a good level of SQL, with a knowledge and experience of system integration, data warehousing and data reporting.

Apprenticeship Overview

Expected duration: 24 months
Apprenticeship level: Level 4

Programme: L4 Data Analyst

During this apprenticeship, you will follow a fully supported training programme with The Apprentice and Training Partnership, delivered through combined classroom-based training, workplace assessment/training and online learning.

The training covers the following core occupational duties:

https://www.instituteforapprenticeships.org/apprenticeship-standards/data-analyst-v1-1

Key responsibilities (developed through the apprenticeship):

- To produce standardised reports showing key college information and delivery of ad hoc, specific projects, or tailored reporting solutions.
- Have experience and interest in data management and reporting, with a background that may include platforms such as SSRS, other similar solutions.
- To develop and agree standard formats and development principles for information and data delivery and take responsibility for developing reporting systems.
- To be responsible for overseeing data warehousing, system integration and data reporting systems and processes for the college.
- To participate in the implementation of new and existing information systems including integration of proprietary and in-house applications.
- To transpose college business requirements into viable and efficient management information, delivering within time, cost, and quality tolerances with automation wherever feasible.
- Support the management information service in seeking continuous improvement of systems and procedures.
- To take a proactive approach in the creation and definition of information requirements.
- Liaise with other staff to accurately determine their information and reporting requirements and check compliance to the original requests and meet agreed delivery deadlines.
- Be able to manipulate data into easily understandable format for a target audience using a combination of Microsoft Excel and SQL Server Reporting Services (SSRS)) and any other tools as required.
- To help maintain the college reporting systems and information intranet including Microsoft SQL, SSRS and IIS web services.
- To analyse data held or reported to ensure data accuracy and to highlight areas of data discrepancy.
- Work with IT Services Team to build and maintain interfaces to other systems and IT Services which link to college information.
- Ensure systems, reports and solutions are fully technically documented and available in a one-stop format.

General responsibilities:

- To help to ensure, through good work practices, that the objectives, values and aims of both MIS and the college are achieved
- To comply with set quality standards and procedures
- To maintain links with staff in other support areas to enhance the service provided.
- To comply with the General Data Protection Regulations (GDPR).
- To support cross college actives as required
- To act proactively on your own initiative, but also be a strong, supportive and cohesive team member
- To work, as needed, with the IT Network Manager in respect of data management network requirements and interfaces.
- To work, as needed, with the Student Services Manager / Team in respect of enrolment processes / data, and other Student Services functions.
- To support effective safeguarding of all young people throughout the college.
- To attend, as necessary, meetings of college leaders / staff.
- To adhere to college policies and procedures e.g. Equality and Diversity; Health and Safety.
- To work occasional unsocial hours including evenings and weekends, with prior arrangements.
- To undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

Requirements

You are required to have:

- Five GCSE 9-4 grades or equivalent, including English and maths.
- A Level 3 qualification (or equivalent) in IT and/or maths.
- High level of digital literacy.

Eligibility

You must meet the following eligibility criteria to apply for the role:

- Have been a UK/EEA resident for the last 3 years

- Hold valid residency status

- Have the right to work in the UK

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

How to Apply!

Please complete an application form and forward to humanresources@leggott.ac.uk

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.