



HILLINGDON

LONDON

Job Profile

JOB TITLE:	Data Performance Apprentice
GRADE:	Apprentice Level (3)
POST NO:	TBC
JOB TIER:	TBC
DBS CHECK:	Basic
GROUP:	Performance & Insights Team
SERVICE:	Business Intelligence

REPORTING STRUCTURE

Reports to:	Performance and Insights Manager
Direct Reports:	0
Indirect Reports:	0

ROLE PURPOSE:

The Performance & Insights Apprentice is an entry-level role designed for individuals developing their skills in data analysis and reporting. The role focuses on supporting the Performance & Insights team in ensuring high-quality data reporting while learning fundamental data principles and stakeholder engagement. The apprentice will work closely with the team to improve data quality, contribute to automation efforts, and support the Performance & Insights of statutory and performance reports.

A. Job Description

1. Resident & Community Contribution

- Assists in data preparation to support decision-making and improve service efficiency.
- Supports the team in maintaining accurate and reliable reporting.
- Helps enhance data quality across various council services.

2. Operational Service Delivery

- Learns to assist with the development and maintenance of statutory and performance reports.
- Supports the automation of manual reporting tasks.
- Works under guidance to manage and improve data accuracy and consistency.
- Assists in data validation and report quality control.
- Engages with stakeholders to understand reporting requirements.

3. Service Planning & Development

- Gains experience in report preparation and data analysis techniques.
- Learns best practices in data handling and management.
- Supports improvements in reporting processes and automation.

4. Service Improvement

- Assists in improving data reporting workflows.
- Contributes to ongoing efforts to enhance data accuracy and efficiency.
- Engages in training and development to build expertise in data reporting.

5. Contacts

- Works closely with Performance & Insights team and wider BI team
- Collaborates with internal council teams to support data reporting.
- Engages with stakeholders to understand data requirements and ensure high-quality reporting.

6. Additional Responsibilities

- Participates in training and development opportunities.
- Supports the transition of reports into automated formats.
- Gains hands-on experience in handling data for statutory and performance reporting.

7. Key Performance Indicators

- Demonstrated progress in learning and applying data analysis skills.
- Improved understanding of data quality and reporting processes.
- Contribution to automation and efficiency improvements within the team.

This profile/JD is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations will form part of this role.

B. Person Specification

Data Performance Apprentice

This person specification will be used for recruitment to the Data Performance Apprentice vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSEs or equivalent qualifications, including Maths and ICT. Interest in data analysis, reporting, and improving data quality.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
Willingness to develop technical skills in data analysis and reporting. Ability to manage time effectively and work as part of a team.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
3. EXPERIENCE	ESSENTIAL	DESIRABLE
Some experience with Excel or other data-handling tools. Exposure to working in a business or data-focused environment.		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Basic knowledge of Microsoft Excel. Willingness to learn data reporting and automation. Strong attention to detail and a proactive approach to problem-solving. Good communication skills and the ability to work collaboratively.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

Development Opportunities

- Training in data reporting and automation techniques.
- Opportunities to gain hands-on experience in local government data functions.
- Progression pathways within the Business Intelligence team.