



HILLINGDON

LONDON

Job Profile

JOB TITLE:	Data Analyst and Insight Apprentice
GRADE:	Apprentice Course Level 2
POST NO:	TBC
JOB TIER:	TBC
DBS CHECK:	Basic
DIRECTORATE:	Corporate Services
SERVICE:	Business Intelligence

REPORTING STRUCTURE

Reports to:	Senior Data Analyst
Direct Reports:	0
Indirect Reports:	0

ROLE PURPOSE:

The Data Analyst and Insight Apprentice is an entry-level role designed for individuals developing their skills in data analysis and reporting. The role focuses on supporting the production 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 production of statutory and performance reports.

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
- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

2. People Management

- To be responsible for maintaining a safe and healthy working environment in line with Health & Safety at Work Act (1974).

3. 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.

4. 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.

5. 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.

6. Contacts

- Works closely with the Corporate and Statutory Data Officer and wider production team.
- · Collaborates with internal council teams to support data reporting.
- · Engages with stakeholders to understand data requirements and ensure high-quality reporting.

7. 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.

8. 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.

Person Specification

This person specification will be used for recruitment to this 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.	✓	

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.	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Some experience with Excel, Power BI or other data-handling tools		✓
Exposure to working in a business or data-focused environment.		✓
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.	✓	

Our values

Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.