

Job Description and Person Specification

Data Engineer Apprentice

Job Details	
Grade	Apprentice
Service	Digital Services
Location	Friargate One, Floor 7
Job Evaluation Code	N/A

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

To support the design, development, and operation of Coventry City Council's corporate data platform, enabling reliable, secure, and well-structured data to be made available for reporting, analytics, and service improvement.

The post holder will develop practical **data engineering skills** through an approved apprenticeship, working under supervision to support data ingestion, transformation, quality, and documentation activities across multiple council systems and services.

The role will contribute to building and maintaining data pipelines and datasets that underpin analytics and insight, while working closely with data analysts to ensure data is fit for purpose, well-understood, and consistently used across the organisation.

In addition to project-based work, the post holder will support **day-to-day business-as-usual data operations**, helping to ensure that core data processes run reliably and issues are identified and addressed promptly. This includes supporting the monitoring of scheduled data processes, logging and managing data-related incidents, and working with colleagues to resolve issues in line with agreed processes and service expectations.

This operational element of the role is essential to maintaining trust in council data and ensuring that analysts and services can access timely and accurate information.

Key Responsibilities and Accountabilities
Support the ingestion of data from operational systems into corporate data platforms and data stores.
Assist with building and maintaining basic data pipelines and scheduled data loads.
Support data transformation activities, including cleansing, standardisation, and structuring of datasets.
Help apply data quality checks and highlight data issues, anomalies, or failures for investigation.
Maintain and update documentation for data flows, datasets, and technical processes.
Support the organisation and management of data in line with agreed architectures and standards.
Assist with monitoring data processes and responding to basic failures or exceptions.
Apply information governance, data protection, and security requirements when handling data.
Work with senior colleagues to test data changes and validate outputs.
Support data analyst colleagues by preparing and maintaining datasets that are suitable for reporting, analysis, and visualisation, and by responding to data-related queries where appropriate.
Work collaboratively with colleagues across ICT & Digital and service areas to understand data sources and requirements.
Actively participate in apprenticeship training, workplace learning, reviews, and assessments, applying learning to real council data challenges.
Monitor routine and overnight data processes, identifying failures or anomalies and escalating issues in line with agreed procedures.
Log, manage, and update data-related incidents, requests, and change records through the council's service management and ticketing systems, ensuring issues are progressed, communicated, and resolved in line with agreed service level agreements (SLAs) .
Undertake other data- or ICT-related duties appropriate to the role, as reasonably requested by the line manager or senior colleague, in support of service priorities and team objectives.

Key Relationships			
External:		Internal:	<p>Systems Integration & Data Team – day-to-day supervision, technical guidance, and task allocation. Support with data pipelines, platforms, and engineering standards.</p> <p>Data Analysts and Performance Teams – collaboration to ensure datasets meet reporting and analytical needs.</p> <p>ICT & Digital Services – alignment with wider digital, integration, and infrastructure activities.</p> <p>Service Areas across the Council – supporting understanding of data sources and data issues as required.</p> <p>Apprenticeship Training Provider – participation in learning activities, reviews, and assessments.</p>

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> • carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. • attending any training and undertake any development activities that are identified as mandatory/beneficial to their role. • any other duties and responsibilities within the range of the salary grade.

Responsible for
No other roles

Person Specification	
Requirements	
Knowledge	A basic understanding of what data is and how it is used to support services, reporting, and decision-making.
Knowledge	Awareness that data must be handled securely and in line with rules such as data protection, confidentiality, and access controls.
Knowledge	An understanding that data comes from different systems and may require preparation before it can be used.
Skills And Ability	Ability to work accurately with data and follow clearly defined processes and instructions.
Skills And Ability	Ability to identify when data or processes do not look correct and raise this appropriately.
Skills And Ability	Confidence using IT systems, tools, or applications to complete tasks
Skills And Ability	Ability to communicate clearly and professionally with others, both verbally and in writing.
Skills And Ability	Ability to work effectively as part of a team and build positive working relationships.
Skills And Ability	Ability to manage own tasks, prioritise work, and meet agreed deadlines with support.
Experience	<p>The role-holder will need to have experience of the following, gained through any setting (e.g. work, education, volunteering, placement, or personal projects):</p> <ul style="list-style-type: none"> • Working with information, data, or digital systems that require accuracy and attention to detail. • Following instructions or procedures to complete tasks correctly. • Working as part of a team or responding to requests from others. <p>There is no requirement for previous experience in a data or ICT role.</p>
Qualification	GCSE Maths and English (or equivalents) at grades 3+ (D or above)
Qualification	3 GCSEs (or equivalent) at grades 4+ (A-C) in any subject
Special Requirements	Ability to complete the Level 3 Data Technician Apprenticeship

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Jon Day		
Job Title:	Data Engineer Apprentice	Date:	24/04/2026