

Job Description and Person Specification

Data Apprentice

Job Details	
Grade	Higher Apprentice
Service	Performance and BI team
Location	One Friargate
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
<ul style="list-style-type: none"> • Under the general direction of the Performance and/or BI managers and Analyst • Undertake appropriate training and provide a supportive role in the Performance and BI team • Shadowing colleagues within the team working towards and completing a Level 4 Data Apprenticeship.
Main Duties & Key Accountabilities
Assist and support Head of Service and members of the Performance and BI team to deliver on day-to-day activities of the team.
Assist colleagues to produce reporting and deliver the wider performance management work across the team, as directed by other officers.
As knowledge and competence develops, undertake development of Power BI Dashboards with support from wider team.
As knowledge and competence develops, work on small independent projects with supervision from the team
Support the Head of Service in organising, delivering and developing wider Performance management and wider work across the organisation.
Support officers to carry out day to day duties including collation and collection of data, preparing reports, supporting surveys as well set-up and organise the SharePoint site for the team..
Work outside normal office hours, when necessary, for the effective performance of duties. This will include independent study and completion of all course and assessed work, as required for the Level 4 programme.
Keep up to date with legislation changes.
Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
Contribute actively to the directorates goal of enabling the organisation to use Data more effectively across the organisation for evidence-based decision making.

Be able to work as part of a team, demonstrating flexibility in the approach to work as required by the service.			
Any other duties and responsibilities within the range of the salary grade			
Key Relationships			
External:	Birmingham Observatory WMCA	Internal:	All service areas Members
Standard Information			
<p>Post holders will be accountable for 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.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>			
Responsible for			
N/A			

Person Specification	
Requirements	
Knowledge	Good knowledge of relevant IT systems that support ongoing office activity and of specialised systems that support technical activity
Knowledge	A basic understanding of the services provided by Local Government.
Knowledge	Basic knowledge of a range of IT applications e.g. word, excel, email.
Skills and Ability	Keyboard skills and the ability to undertake training in a variety of IT systems
Skills and Ability	Good communication skills to take information from people and answer basic technical queries
Skills and Ability	Ability to work accurately to follow procedures and undertake straightforward arithmetic calculations
Skills and Ability	Able to work to deadlines
Skills and Ability	Able to operate a range of office equipment
Skills and Ability	Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team.
Experience	Some experience of using computer databases, and Microsoft packages such as PowerPoint, excel, word and outlook.
Experience	Some experience of an office-based environment alongside working with Data would be advantageous
Qualification	<p>Age at start of Apprenticeship 16-18: GCSE Maths and English at grade 4/C or above, or equivalent e.g. Functional Skills Level 2. If not, you will be required to complete Level 2 Functional Skills in Maths and English as part of the apprenticeship.</p> <p>Age at start of Apprenticeship 19+: GCSE Maths and English at grade 4/C or above, or equivalent e.g. Functional Skills Level 3. If not, you must achieve a minimum of Functional Skills Entry Level 3 as part of the assessment process.</p>
Special Requirements	Ability to complete the Level 4 Data Apprenticeship

Declaration			
Reviewed/Created By:	Sunairah Miraj		
Job Title:	Head of Performance and Data	Date:	November 2025