

ROLE PROFILE AND PERSON SPECIFICATION



Company Name	Ealing Council
Address	5 th Floor, Perceval House, 14 -16 Uxbridge Road, and Ealing, W5 2HL
Employer Description	Local Authority
Position Title	Corporate Data Analyst apprentice
Qualification	Data Analyst (level 4) apprenticeship - learning agreement of 18 months
Annual Training Allowance	£27,010.07 per annum, based on the Real Living Wage for London <i>Includes a six-month probation period.</i>
Hours of work	35 hours per week. 09:00 – 17:00 Monday to Friday with 1hr lunch break.
Annual Holiday Entitlement	Annual Holiday Entitlement: 30 days paid holiday for 15 months, plus 3 additional days (to cover Christmas and New Year)
The Role	This role is part of a small, collaborative apprentice team which includes a Quality Practitioner (Level 4) and Business Administrator (Level 3). The team will support the Council's shift towards a strategic asset-based commissioning approach. Through the coordination and analysis of quarterly self-assessments and annual peer challenges submitted by directorates, the team generates insights that directly inform and accelerate this shift. The Data Analyst Apprentice will play a key role in sourcing, managing, and analysing data; developing dashboards and reports; and presenting findings to stakeholders. Their work will help embed data-driven decision-making and continuous improvement across commissioning practices, supporting the Council's ambition to move from transactional processes to a more strategic, outcome focused model rooted in community assets.
Responsibilities	• Identify and evaluate data sources using evidence-based decision making to support strategic commissioning. • Liaise with internal and external stakeholders to gather and understand data requirements. • Collect, compile, and cleanse datasets to ensure accuracy and usability. • Develop performance dashboards and reports to visualise key insights. • Maintain and enhance reporting tools in line with organisational policies and legislation. • Conduct statistical analysis and interpret trends to inform commissioning decisions. • Present findings clearly to a range of stakeholders, offering recommendations and guidance.

	• Ensure ethical data handling and compliance with data protection regulations (e.g. GDPR). • Archive and store data securely and appropriately. • Engage in continuous learning to stay current with data technologies and best practices.
Skills and abilities	1. Professionally curious with an appetite to learn new things 2. A keen interest to learn about commissioning, markets and economics 3. Numerate and able to work with complex, challenging and sensitive datasets 4. Clear understanding of the importance of confidentiality within the workplace 5. Clear verbal and written communication skills including attention to detail, grammar and spelling 6. Proficient knowledge and understanding of Microsoft Office (specifically Word, Excel and PowerPoint) and the internet 7. Able to work flexibly as part of a team, asking and giving support as needed 8. Able to use initiative and learn to prioritise own workload 9. Aware of equality and diversity and health and safety 10. Able to understand the importance of being punctual and the impact that sickness absence has on the effectiveness of the team.

Values & Behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they'll do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards

This position requires Enhanced Vetting