

Job description



Apprentice Data Analyst

Salary:	up to £20,000
Location:	Home-based working virtually,
Job type:	Apprentice with opportunity for a permanent position

We're looking for an individual looking to progress their career as a Data Analyst. You'll learn to turn data into information, information into insight and insight into business decisions, powerful content, interesting resources and compelling bids and tenders

SDN is a team of experts focussing on skills and training for the workplace which includes apprenticeships, technical education and workforce development. We work for training and education organisations, employers and government, providing industry-leading consultancy, events, resources and research.

SDN is a small business with a core staff team of around 12. It operates in an exciting, fast-moving, project focused environment where skilled teams deliver results.

By working hard and demonstrating your ability, drive and commitment throughout your apprenticeship scheme, upon completion you may be offered a permanent contract ensuring you have further opportunities to continue growing within this exciting organisation.

As an Apprentice Data Analyst you will:

- Work with managers across the team to help them plan and deliver services
- Work with managers to prioritize business and information needs
- Gather data from a variety of sources and maintaining databases
- Filter and clean data by reviewing reports, datasets and performance indicators to locate and correct data issues
- Interpret and analyse the data
- Identify, analyse, and interpret trends or patterns in complex data sets
- Learn how to present data effectively to persuade, endorse, and inform decisions and actions
- Develop and improve data analysis, collection and reporting processes that optimize their quality and efficiency

Your wider contribution to SDN

SDN is and has always been a virtual organisation with all staff working from home. Our culture is based on trust and flexibility, with a strong and long-term commitment to employees and their families health and welfare. Staff will have freedom to operate and innovate with SDN's overall strategic framework and goals.

We want all team members to:

- Where possible, directly contribute to SDN's customer-facing and fee-earning activities, and proactively, contribute to the growth and success of the business
- Demonstrate commitment to your own continued professional learning and development, including pursuing relevant qualifications and accreditation
- Work in a collegiate and supportive manner with all the SDN core team and associates
- Identify process improvements and ideas that improve SDN's working environment and productivity

What experience and skills do I need?

You don't need loads of professional experience in IT. However, you'll need at least five GCSEs (or equivalent) of grades A*-C (or new grading of 4-9) including Maths, English and IT / Science and a Level 3 qualification (A level, BTEC or equivalent).

We're looking for a data and IT enthusiast with:

- Strong willingness to learn
- Great time management skills, as you'll need to work flexibly and under pressure
- Communication skills – you'll need to be able to deal with a fast-paced environment
- Ability to participate in online meetings and collaboration
- Ability to prioritise workloads and to know when to seek guidance
- A keen interest and proven ability of IT knowledge (education or self-tuition)
- Logical and creative thinking skills
- High level of computing, including the ability to use Microsoft Office packages (Excel, Word, Outlook, OneNote).
- SDN's workplace is almost entirely based virtually and therefore you will need the self-discipline, and confidence to work in this way with a mentor to help you develop further the required skills and behaviours.

Benefits

- 25 days holiday plus bank holidays
- Flexible homeworking
- Pension scheme

Apprenticeship

You will undertake the Level 4 Data Analyst apprenticeship standard, which takes between 15 to 18 months depending on experience.

To apply for the apprenticeship, you'll need:

- To have the right to work in the UK
- To have lived in the UK continuously for the past 3 years
- At least a grade of 4/C GCSE (or equivalent) in Maths and English
- To have not previously studied the course content
- To not undertake any other qualification during the apprenticeship
- To be able to apply your learning to your role

We're an equal opportunities employer who values diversity. We don't discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.