

Apprenticeship Description

Date	27/01/2025
Apprenticeship Title	Data Technician Apprenticeship
Apprenticeship Level	Level 3
Training Provider	tbc
Expected Duration	Typically 24 months

Apprenticeship description

As a Data Technician apprentice within Cumberland Council you will receive:

- High quality training and development opportunities
- Personalised support from managers and mentors
- The opportunity to work alongside skilled and experienced staff gaining valuable job specific and transferable skills that will support you in your future career

Key job specific accountabilities

As a Data Technician apprentice you will help the Council to deliver high quality services and assist colleagues to:

- Collate data from a collection of trusted sources in a secure manner. Ensuring data is stored, managed and shared in a compliant manner using UK GDPR and Cumberland Council's Data Protection regulations.
- Collate and format data to be processed for review and advanced analysis by other colleagues and team members.
- Complete data cleansing to ensure data used is accurate, complete and reliable.
- Present data for review and analysis by others using appropriate tools (e.g., example tables, charts and graphs).
- Combine data from various sources and formats to explore the relevance to the team and relevant council goals and strategies.
- Analyse simple and complex structured and unstructured data, using basic statistical methods to support day-to-day activities.
- Check and validate the results of analysis using various techniques (e.g., cross checking) to ensure data quality and identify any faults.
- Communicate data and results verbally, through written reports and technical documentation, tailoring the message for the intended audience.
- Collaborate with internal and external colleagues at all levels, with a view to create value from data.
- Practice continuous self-learning, engagement and completion of the Level 3 Data Technician Apprenticeship.

Essential Criteria - Qualifications, knowledge, experience and expertise

Please note that your application will be assessed against the Qualifications; Skills and Personal Qualities and Behaviours listed below. In your application form you must therefore clearly demonstrate:

1. that you meet all qualification requirements, and
2. that you have or would develop, the skills, personal qualities and behaviours required of the role and provide examples where possible

Qualifications required:

Minimum of 5 x GCSE at Grade C / 4 or above (or equivalent) including Maths and English

Desired Skills

We welcome applications from self-motivated individuals who are able to work as part of a team and are willing to learn and develop the following skills:

- Excellent communication skills
- Excellent organisation and planning skills
- Excellent listening and observation skills
- Excellent customer services skills
- Excellent levels of IT competency (Microsoft office software including Word, Excel, PowerPoint and Outlook)
- Excellent time management skills

Personal Qualities and Behaviours

All employees must adhere to the following behaviours:

- Communicate in a clear and constructive way
- Act with honesty and respect for others
- Demonstrate a positive flexible attitude
- Take responsibility for our actions
- Be committed to one team

Training provided

- Level 3 Data Technician Apprenticeship

Cumberland Council works with a range of high quality training providers, who deliver qualification and training courses for apprentices employed by the council.

These training providers will undertake the initial aptitude assessments; support with the recruitment process; deliver the qualification training (and ongoing assessments) and work closely with council staff to support apprentices to successfully complete their apprenticeship and move on to further training or employment.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Other Factors

- You must ensure that you are able to travel to and from the work location specified on a daily basis. A maximum of up to £15.00 per week will be paid to support your travel from home to work.
- Following the successful completion of the apprenticeship programme many of our apprentices have moved on to either a higher level apprenticeship or have secured permanent employment with the council or other employers and have embarked on an exciting career pathway. Whilst there is no guarantee that a position would become available at the end of your apprenticeship, Cumberland Council works in partnership with other organisations throughout the county to maximise the opportunities that are available to apprentices. The skills you learn and the qualifications gained will be transferable to other roles either within Cumberland Council or with other employers.