



Cumberland Council

Apprenticeship Description

Date	February 2026
Apprenticeship Title	Business Analyst Apprenticeship
Apprenticeship Level	4
Training Provider	TBC
Expected Duration	18 months

Apprenticeship description

As a Business Analyst 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 Business Analyst Apprentice, you will support the team with:

Business Analysis & Understanding Requirements

- Gathering, documenting, and analysing business requirements from stakeholders.
- Supporting workshops, interviews, and research to understand business needs.
- Helping define and map existing (“as-is”) and future (“to-be”) processes.

Data & Insight

- Collecting and interpreting data to identify trends, issues, and opportunities.
- Creating reports, dashboards, or summaries to support data-driven decision-making.

Process Improvement

- Supporting continuous improvement activities across the organisation.
- Assisting in identifying inefficiencies and recommending potential solutions.

Project Support

- Contributing to project activities, documentation, and communication.
- Helping ensure changes are implemented effectively and align with business goals.

Stakeholder Engagement

- Building positive working relationships with colleagues across different departments.

- Supporting clear communication between technical and non-technical teams.

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

- Strong analytical and problem-solving abilities.
- Good communication and interpersonal skills.
- Willingness to learn and develop new skills.
- Attention to detail and an organised approach to work.
- Ability to work well in a team and manage competing priorities.

Qualifications required:

Minimum of 3 x A Levels (or equivalent Level 3 qualifications) and GCSE at Grade C / 4 or above (or equivalent) including Maths and English Language

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

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.