



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Data and Insights Apprentice
Service	Contracts, Performance and Assurance
Team	Development and Insight Team
Location	Shute End, Wokingham
Reports to	Performance Analyse Lead
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	NA
Grade	Level 4 Data Analyst Apprentice - Grade 2
Contract Type	Fixed Term - 24 months

Main Accountabilities	
1.	Complete a Level 4 Data Analyst Apprenticeship programme - prepare for and attend group learning sessions, complete the assessments required to successfully achieve the qualification, and apply learning to the workplace.
2.	With support and guidance from the Performance Analyst Lead, respond to ad hoc data requests. This may involve meetings with managers to understand their requirements, extracting data, conducting pieces of analysis and presenting findings in varied formats to meet individual needs.
3.	Co-ordinate the collection and reporting of internal, ADASS and national KPIs. Support with the investigation into root causes of performance trends and anomalies.
4.	Provide regular monitoring reports to managers and other staff as required.
5.	Use SQL to write basic reports. Use advanced Excel skills to collate, validate and manage large data sets. Use Power BI and PowerPoint to present the analysis of data.
6.	Support the systems reporting function to ensure data within the Adult Social Care case management system is accurate and valid, proactively initiating and aiding data validation and cleansing exercises as needed.
7.	Research changes in the Adult Social Care policy landscape and use the findings to produce a monthly policy bulletin.
8.	Manage the administration of policies on Tri-X and SharePoint. Manage the administration of policies on SharePoint and highlight to policy owners when policies are due to expire.
9.	Undertake such other duties as may be reasonably required from time to time as are consistent with the responsibility and scale of the post.





10.	Adhere to the council's policies and procedures and promote a commitment to customer care, inclusion and equal opportunities, treating all colleagues and customers with dignity and respect.
11.	WBC is committed to creating a culture where people feel respected, understood and equal, and this starts with the language we use. The post holder will review the language of Adult Social Care policies to make sure it is human, clear and kind, working with Adult Social Care teams to ensure consistency across related documents."
12.	To support a culture of strategic thinking and transformational commissioning that delivers best value and improved outcomes for local residents. To model the Council's values, holding yourself and others accountable, and translate organisational objectives into actionable items that inspire others to behave and operate at their best.

Person Specification	Essential	Desirable
<u>Education/Qualifications</u>		
GCSE Maths grade 6/B or above	X	
GCSE English grade 5/C or above	X	
Interest in data demonstrated through education, work experience, volunteering or personal projects	X	
<u>Experience</u>		
Experience of undertaking quantitative and qualitative research	X	
Experience of analysing data using Excel	X	
Experience of report writing	X	
Experience of managing multiple tasks simultaneously and delivering them on time	X	
Experience of producing work that required high levels of accuracy	X	
Experience of using self-motivation to learn and develop skills	X	
Experience of delivering high-quality customer service	X	
Experience of working in local government and/or adult social care		X
Experience of working with Mosaic or a similar case management system		X
<u>Skills/Knowledge</u>		
Competent in use of IT, including the Microsoft suite of products - Word, Excel, PowerPoint, Outlook	X	
High level of numeracy with strong competence in descriptive analysis. Ability to interpret and explain statistical findings, including identifying trends and anomalies.	X	
Good communication skills and ability to communicate complex information in a non-technical way to customers	X	
Ability to follow processes accurately and pay attention to detail to identify potential errors	X	
Ability to quickly learn new skills and understand new information	X	
Ability to effectively organise own workload and adapt to changing priorities	X	





Ability to think logically to problem solve in a mathematical field	X	
Knowledge of issues affecting Adult Social Care		X

Purpose Details	
Service Purpose	The Adult Social Care Strategy, Commissioning and Performance Service supports the delivery of efficient and effective services that enable the department to deliver against our Adult Social Care strategy and wider corporate delivery plan. Helping to move Adult Social Care forward ensuring that we have the right mix, capacity and quality of services and, support arrangements to enable people to be as independent as we know they wish to be.
Role Purpose	To undertake a Level 4 Data Analyst Apprenticeship and use the skills to contribute to the Data and Insights function within Adult Social Care. To provide regular and accurate performance management information to enhance insight and improve decision making within the service. To produce reports on changes in Adult Social Care policy.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	The post will report to the Performance Analyst Lead
Supervision Given	NA
Contacts	The postholder will be required to maintain positive relationships with our partner organisations, mainly; health, other Local Authorities and the Local Government Association, ICS also internal colleagues, council staff, and elected Members.

Resources/Budget Management
No direct budget management





Special Requirements

This is a politically restricted post

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute End - hybrid working

Role Involvement	Details
Working with Children	N





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Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)		Details
DBS Requirement	N/A	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)	

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	September 2026
Evaluated by:	HR Team

