

**JOB DESCRIPTION**

**Temporary Apprentice Data & Management Information Assistant**

*Post Reference Number: TBC*

*Date of Job Description: September 2020*

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|  | **Group** | Education & Inclusion Services |
| **Division** | Education & Improvement Services |
| **Section** | Transformation & Data |

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|  | **DBS Required** | No |

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| **Why have an Apprenticeship with RCT Council?** | | | |
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| **RCT Council’s award winning Apprenticeship Scheme has been running since 2012. In that time we have employed over 200 apprentices across a variety of services.**  **During an Apprenticeship with RCT, you will work alongside experienced Council Officers, gaining job-specific knowledge and skills. Apprenticeships mix on-the-job training with classroom learning. They provide you with the skills you need for your chosen career that will also lead to nationally recognised qualifications. As an Apprentice you will earn while you learn, we pay National Minimum Wage.**  **RCT Council Apprentices also have access to a wide range of staff benefits which include:**   * **25 days Annual Leave** * **Cycle to Work Scheme** * **Discounted LeisureForLife Membership** * **Vectis Card (staff discount)** * **Technology Purchase Scheme**   **To find out more about RCT Council’s Apprenticeship Scheme and how to complete our application form visit our platform via the following link:** [**https://www.rctcbc.gov.uk/EN/Resident/JobsandTraining/ApprenticeshipandGraduateScheme/ApprenticeshipandGraduateScheme.aspx**](https://www.rctcbc.gov.uk/EN/Resident/JobsandTraining/ApprenticeshipandGraduateScheme/ApprenticeshipandGraduateScheme.aspx) | | |
| Purpose of the post: | | |
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| To contribute to the achievement of the objectives and performance targets of the department.  To support the design, development, analysis, interpretation and presentation of statistical and management information data across all areas of the directorate ensuring information is accurate and informs directorate priorities  To support the production of key education statutory returns including supporting the provision of advice and support to schools, liaisons with schools and production of relevant analysis and management information for service managers. |

| What you will deliver: | |
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| To attend and take part in regular team meetings and regular reviews with line manager etc.  Assist with the collection, collation and analysis of key statutory data returns from schools to WAG, acting as a contact for schools for routine queries and collection activities.  Assist with the production of regular reports and statistical analysis as required by the directorate.  Assist with the production and distribution of reports and analysis, with guidance from the senior management information officer.  In conjunction with the Systems Support and Training Team, assist with the validity and accuracy of any data used for the directorates business, planning or outcomes measurement purposes.  Contribute to the culture of data use and quality throughout the directorate.  Assist with support for system users and data providers during key statutory periods.  Assist senior data staff in identifying possible data quality issues.  To carry out health and safety responsibilities in accordance with the Division’s Health & Safety Responsibilities document.  To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.  THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.  *Protecting Children and Vulnerable Adults is a core responsibility of all staff.  All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).* |

**PERSON SPECIFICATION**

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**This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.**

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

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| Knowledge / Education: | |  |
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| Essential | Desirable |
| Welsh Language Level 1 – All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online [www.rctcbc.gov.uk/WelshSkills](http://www.rctcbc.gov.uk/WelshSkills) | Welsh Language Level 2 – 5. For guidelines on the levels please refer to the Welsh Language Skills Guidance online [www.rctcbc.gov.uk/WelshSkills](http://www.rctcbc.gov.uk/WelshSkills) |
| Varied, strong skills and knowledge of Microsoft Office Product Line |  |
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| Experience: | |  |
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| Essential | Desirable |
| Experience using databases in either an educational or business arena | Experience of working with multiple data sources and types |
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| What skills you will use in the workplace: |

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| **Competency Framework** | **Technical Specialist Professional Competency** |
| **Competency Areas** | **Competency behaviours and values** |
| **Working in Partnerships and Teams** | **Builds lasting, positive & supportive relationships with a wide variety of people**  Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues |
| **Communicating Effectively** | Has a pleasant and friendly communication style  **Listens to others, is receptive and actively checks they've understood the message** |
| Professional Expertise and Development | Analysis and evaluates information and data accurately  Demonstrates excellent practice and an extensive knowledge base in their own professional area |
| Achieving Results | Takes pride in delivering high quality work for the benefit of service users. Meets or exceeds targets  Is proactive and flexible to changing demands and knows when to compromise |
| Creating and Responding to Change | Engages with new ideas and looks for ways to make them work  Responds quickly and effectively to both internal and external changes |
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| Special Conditions and Professional Requirements | |
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| **To complete the Apprenticeship Framework and undertake any other training relevant to the role including coaching from a supervisor and on the job training.**  **To sign a learning contract with the training provider/college and adhere to the agreement.**  **Ability to travel independently in line with the requirements of the post and any training required.** |