

Job Description

Job title	Data Science Apprentice L6
Position Reports to	Data Analytics Lead
Location	Cardiff
Direct reports	N/A
Salary band	Data Science Apprentice
Security Level Clearance	CTC

Job Purpose

Working within a small team made up of staff from all parts of the organisation, the post holder will support the development of the data analytics programme within Audit Wales.

The post holder will train to achieve a Level 6 Data Science Apprenticeship.

Main Duties

Working at the heart of data science in Audit Wales the post holder will join the experienced team of data scientists across our organisation.

Complete both on the job and off the job training. Studying towards a BSc in Data Science as part of a Level 6 apprenticeship.

Growing own abilities to support the team and bring an innovative and passionate approach to data science.

Understand the current business problems and proactively show how these can be solved using credible data-led solutions.

Key Results Areas

Technical

Select and develop new techniques for solving complex related problems.

Apply these techniques and learn how to showcase them to stakeholders.

Develop new insights from data using data science techniques.

Understand the current business problems and proactively show how these can be solved using credible data-led solutions.

Work in a project environment, using agile techniques.
Communication
Able to work as part of an established team, offering excellent communication skills to colleagues and key stakeholders.
Leadership Responsibility
N/A
Role Outputs and Deliverables
Support the development of the data analytics programme within the Audit Wales.
Work towards the achievement of a recognised BSc in Data Science as part of a Level 6 apprenticeship.
Support the delivery of data analytics activities to time, budget and quality.
Undertake developmental work and discrete tasks as part of scoping projects and assessing their feasibility.
Decision Making
Apply judgement when selecting and applying analytical techniques under guidance.
Contribute ideas and innovative approaches to data science solutions within defined projects through the support of colleagues and the Line Manager.
Digital Skills
Develop data science capability through on-the-job and off-the-job training.
Apply programming, analytical and data-handling techniques learned during the apprenticeship into work through supervised outputs.
Emotional Intelligence
To act as a role model for the values and behaviours of Audit Wales.
Additional Information
To be eligible for this apprenticeship you must be able to evidence: • You have a right to live and work in the UK; • You are a resident in Wales or your employer is based permanently in Wales. • You have legally left school. • You intend to stay in employment for the next 12 months. • You are not already been funded for other training courses by Welsh Government. • You are being paid the relevant National Minimum Wage. • You work more than 16 hours per week.

General Core Requirements

Our Values and behaviours

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. All employees are required to contribute fully to nurture a positive culture and help to us grow by living our values and behaviours.

Confidentiality and Information Security

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018, UK GDPR and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

Equality

The Public-Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has a Strategic Equality Policy, and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health, Safety and Wellbeing and associate policies.

Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) or SC security level.

Dignity at Work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are encouraged to report any form of bullying and harassment to their Line Manager or to any Head of Service, Director or Executive Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under Audit Wales Dignity at Work Policy.

Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

Person Specification		
Requirement	Essential or Desirable	Assessment Method Application / Interview
1. Qualifications		
1.1 Three A-levels at a B grade or above (or equivalent qualifications), including at least one STEM subject.	Essential	Application Form / Interview / Assessment Centre*
2. Technical		
2.1 Good analytical and problem-solving skills.	Essential	Application Form / Interview / Assessment Centre*
2.2 Some programming/coding ability (R, Python, or other relevant programming language).	Essential	Application Form / Interview / Assessment Centre*
3. Communications		
3.1 Good verbal and written communication skills, clear and concise with strong attention to detail.	Essential	Application Form / Interview / Assessment Centre*
3.2 Sound questioning and listening skills.	Essential	Application Form / Interview / Assessment Centre*
3.3 Works effectively, enthusiastically and engaged as a member of a team.	Essential	Application Form / Interview / Assessment Centre*
3.4 Ability to develop and maintain positive and professional working relationships.	Desirable	Application Form / Interview / Assessment Centre*
4. Leadership Responsibility		
4.1 N/A		
5. Role Outputs and Deliverables		
5.1 Ability to see tasks through to a successful conclusion.	Desirable	Application Form / Interview / Assessment Centre*
6. Decision Making		
6.1 Able to act on own initiative but knowing when to seek supervision and guidance from colleagues.	Desirable	Application Form / Interview / Assessment Centre*

7. Digital and Data Skills		
7.1 Good IT skills, with the ability to learn new IT skills as required.	Essential	Application Form / Interview / Assessment Centre*
8. Emotional Intelligence		
8.1 Pro-active approach to work with a willingness to learn.	Essential	Application Form / Interview / Assessment Centre*
8.2 Good interpersonal skills – able to develop and effectively work with others at all levels.	Essential	Application Form / Interview / Assessment Centre*
8.3 Enthusiastic and highly motivated.	Essential	Application Form / Interview / Assessment Centre*
8.4 Flexible and adaptable to changing priorities/challenges.	Desirable	Application Form / Interview / Assessment Centre*
9. General		
9.1 Self-aware and a role model for Audit Wales values and behaviours	Essential	Application Form / Interview / Assessment Centre*
9.2 Ability to work flexibly and if necessary, outside of typical 9-5 office hours.	Desirable	Application Form / Interview / Assessment Centre*
9.3 An awareness and a commitment to equality and diversity.	Essential	Application Form / Interview / Assessment Centre*
9.4 An awareness and commitment to the arrangements for health and safety	Essential	Application Form / Interview / Assessment Centre*

*Please refer to advert for additional details in recruitment campaign.

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Attend Welsh medium meetings and discussions and confidently contribute in Welsh
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Understand reports, correspondence and survey responses and take out key messages

Writing	Update documents and correspondence with Welsh dates and other generic terms	Write reports and complex correspondence in Welsh with the assistance of Welsh spelling and grammar check
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