Job profile

Post: Trainee Data Analyst: Graduate Apprenticeship

Directorate: Policy, Insight and Analysis

Line Manager: Policy Analysis Officer

Purpose: To progressively develop analytical awareness and skills to support the work of the Analytical Team and, in so doing, the work of SFC in collecting, analysing and publishing data and help inform the development of policy relating to further and higher education.

Context

This is a training role that offers the opportunity to gain work experience in data analysis whilst being supported to attend a BSc (Hons) Data Science course at Edinburgh Napier University. The post will sit in our Policy, Insights and Analytics (PIA) directorate where SFC’s analytical function, policy team, IT, external affairs and our data protection team are based. The purpose of the role is to help drive insight and make better use of data from across the organisation and other external sources relevant to the work of SFC.

The successful candidate will be appointed with a mentor/line manager at SFC who will provide day-to-day support and work with you and the course administrators at Edinburgh Napier University to ensure work tasks, as far as is practicable, match the modules and key competencies required to achieve your degree which may include cross functional project work or shadowing to support degree learning. Throughout your apprenticeship there will be opportunity to work with and in different teams across the SFC.

You can expect to work across multiple functionalities of the statistics team and beyond including but not limited to:

- Data analytics and interpretation.
- Data collections and returns.
- Dashboard and Tool building.
- Funding allocation modelling.
- Statistics publications.
Key responsibilities

1. Attend University to study for a BSc (Hons) Data Analysis in accordance with the agreed timetable and subject areas.

2. Manage time at and outside work to ensure successful completion of each year of study during the Graduate Apprenticeship programme, seeking support and guidance as necessary.

3. As required undertake a range of duties within the workplace to build up knowledge of SFC and develop skills, in particular within Data Analysis. This work based training will complement the academic studies undertaken at University.

4. Support colleagues as required ensuring a high degree of personal accuracy in all tasks undertaken.

5. Maintain a flexible and adaptable approach to work to be able to deal with changing priorities.

6. Communicate effectively with colleagues to build and maintain effective working relationships.

7. Work collaboratively with colleagues in the Analytics team as well as across SFC.

Graduate Apprenticeship Requirements

There are specific requirements to be able to undertake a Graduate Apprenticeship and in particular you must be resident in Scotland before you start your Graduate Apprenticeship and be eligible for SAAS funding. As part of your application, you'll have to show that you have the right to live and work in Scotland. See the Apprenticeships Scotland website for further information.

For this role it is a condition that you are accepted by Napier University for the BSc (Hons) Data Science programme.

Skills, qualifications and experience

Essential Criteria

- Good communication skills and an interest in sharing new creative ideas and solutions.
- Committed to studying and obtaining a degree qualification.
- Good time keeping, management and planning skills.
- Strong self-discipline- especially important when studying independently and whilst working remotely.
- Good attention to detail.
- Curiosity and a willingness to ask questions, keen to learn on the job.
- Basic knowledge and a keen interest in Data Science and analytics.
- A passion for learning and keeping up to date with latest technology and technical skills.

**Essential qualifications**

To undertake this Apprenticeship we require that you must meet one of the following levels of qualification:

- Four SQA Highers at a minimum of Grade BBBB (or equivalent) including Computing or Maths.
- A Foundation Apprenticeship in Software Development plus Higher BB.
- A Modern Apprenticeship in a related discipline at SCQF 6-7.
- Relevant work experience (subject to application and supporting evidence).

**Status of Job Profile**

This profile has been created to describe, in outline, the nature of appointments at this level. It is an indicative document and the exact nature of these duties will vary with time and from post to post. Post holders will be expected to carry out any work that is commensurate with their grade or that may reasonably be required of them.

**Additional Information**

**SFC**

Based in Edinburgh, the Scottish Further and Higher Education Funding Council (SFC) is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's 26 colleges and 19 universities and higher education institutions. SFC is helping make Scotland the best place in the world to educate, to research and to innovate. Investing around £1.9 billion of public money each year, SFC’s funding enables Scotland’s colleges and universities to provide life-changing opportunities for over half a million people. You can find out more about us on our [website](https://www.sfc.ac.uk).

**Policy, Insight and Analytics (PIA)**

The Graduate Apprenticeship will be based within the Analytical team in our Policy, Insight and Analytics Directorate. Access to high quality information is vital. At SFC our Analytical team collects, analyses and publishes data relating to the further and higher education sectors in Scotland. Data informs our development of policy, including funding, and is used by our stakeholders including those across government and in the further and higher education sectors.
**Graduate Apprenticeships**

Graduate apprenticeships provide an opportunity to gain in-work experience and earn a salary whilst achieving a degree. The majority of your time and learning will be in the workplace and this is supplemented by time spent doing studies through University.

This role will be provided in partnership with Edinburgh Napier University and the successful candidate will only be offered the position on the basis of being accepted onto the graduate apprenticeship programme and meeting the residency and funding conditions attached to it. You can find further information on the programmes run at Napier on their website. During the four year programme there will be opportunity to learn and develop a range of data science and analytics techniques and skills and be supported by staff at Edinburgh Napier University and at SFC. At the end of the period the post holder will have gained strong theoretical knowledge and practical experience of many aspects of data analytics as well as obtaining a university degree in Data Science.

This Graduate Apprenticeship will cover the core and emerging elements of Data Science including:

- Data Management.
- Data Analytics.
- Statistical Techniques.
- Machine Learning and Artificial Intelligence.
- Data Engineering.
- Business Insights Through Data Science.
- Data Protection and Ethics.
- Data Science Professional Skills and Behaviours.

The University study programme is delivered over a full calendar year on a day release basis – weekly in years 1 and 2, monthly in years 3 and 4.

**Committed to equality of opportunity**