

LEVEL 3 // JUNIOR DATA ANALYST

ROLE OVERVIEW

To achieve this Level 3 apprenticeship, your apprentice would be expected to build relevant knowledge and experience within their day-to-day role, working on a range of data projects.

Suitable Job Titles

- ▶ Data Technician
- ▶ Data Support Analyst
- ▶ Junior Data Analyst
- ▶ Junior Information Analyst

Find out more at www.balticapprenticeships.com

Roles, Duties & Responsibilities

- ▶ Source data from a collection of already identified trusted sources in a secure manner
- ▶ Collate and format data to facilitate processing and presentation for review and further advanced analysis by others
- ▶ Present data for review and analysis by others, using required medium; for example, tables, charts, and graphs
- ▶ Blend data by combining data from various sources and formats to explore its relevance for the business needs
- ▶ Analyse simple and complex structured and unstructured data to support business outcomes using basic statistical methods to analyse the data
- ▶ Validate results of analysis using various techniques to identify faults in data results and to ensure data quality
- ▶ Communicate results verbally, through reports and technical documentation, tailoring the message for the audience
- ▶ Store, manage, and share data securely in a compliant manner
- ▶ Collaborate with people both internally and externally at all levels with a view to creating value from data
- ▶ Practice continuous self-learning to keep up to date with technological developments, enhance relevant skills, and take responsibility for own professional development