Why Work as a... Data Technician

A solution for your training needs and career progression

ROLE OVERVIEW

The broad purpose of the occupation is to source, format and present data securely in a relevant way for analysis using basic methods; to communicate outcomes appropriate to the audience; analyse structured and unstructured data to support business outcomes; blend data from multiple sources as directed and apply legal and ethical principles when manipulating data. An employee in this occupation interacts with a wide range of stakeholders including colleagues, managers, customers and internal and external suppliers.

KEY POINTS

- **Level:** 3
- **Duration:** 24 months + End Point Assessment
- **Entry requirements:** You may be required to undertake training in maths and English. See **HERE** for more information
- **Career progression:** This apprenticeship provides an ideal route into Business or Data Analyst; Data Scientist; and Digital and Technology Solutions Professional

South Yorkshire Apprenticeship Hub

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Supporting individuals and businesses across South Yorkshire

KNOWLEDGE REQUIREMENTS ⌄

- Range of different types of existing data. Common sources of data - internal, external, open data sets, public and private. Data formats and their importance for analysis. Data architecture - the framework against which data is stored and structured including on premises and cloud
- Data formats and their importance for analysis Management and presentation tools to visualise and review the characteristics of data Communication tools and technologies for collaborative working
- The value of data to the business. How to undertake blending of data from multiple sources
- Basic statistical methods and simple data modelling to extract relevant data and normalise unstructured data

SKILL REQUIREMENTS ⌄

- Blend data sets from multiple sources and present in format appropriate to the task
- Apply basic statistical methods and algorithms to identify trends and patterns in data
- Apply cross checking techniques for identifying faults and data results for data project requirements
- Produce clear and consistent technical documentation using standard organisational templates
- Explain data and results to different audiences in a way that aids understanding
- Store, manage and distribute in compliance with data security standards and legislation

BEHAVIOUR REQUIREMENTS ⌄

- Manage own time to meet deadlines and manage stakeholder expectations
- Work independently and take responsibility
- A thorough and organised approach
- Work with a range of internal and external customers
- Value difference and be sensitive to the needs of others