Job Description

Job title	Data Analyst Apprentice	Date:	
Reports to (title)	FS&Q & Insights Manager	February 2022	
Contract/Department	GSK	Revision:	
Location	Stevenage (Occasional travel)	1	

Job purpose
Describe the overall purpose of the job in two or three sentences.

- Work with both the operational and management team to ensure data quality
- Support the central management team in the development of accurate and time bound reporting
- Maintains the data structure and standards for EMCOR systems in conjunction with the application / data owners, or subject matters ie Health and Safety, Asset Management and Finance
- Provides project and incident-based support to issues and requests
- Working to the above whilst completed a Data Analyst Level 4 Apprenticeship

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Ensures data quality within platform products, Smartsheets, Power BI Dashboard etc through regular updates and maintenance
- Provide data to quantify and support topic specific reports
- Provide data 'mining' activities to enable business decisions to be made based on findings from data analysis
- Provides data cleansing and data management services, on an approved and requested basis
- Provide project specific resource to support commissioning, decommissioning and troubleshooting
- Provide support to Asset, Finance and Operational teams
- Assist the account in generating improvement initiatives
- Provides software testing services as required, on an approved and requested basis
- Provides onsite support to EMCOR UK Client Service teams for problem solving

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- Smartsheet
- Ensuring eSkills and MyLearning training is maintained and up to date at all times

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Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Working towards the qualification Level 4 Data Analyst Apprenticeship standard
- Basic software development and/or data manipulation (SQL) skills would be highly preferable
- The ability to use project management tools such as Microsoft Power BI or SmartSheet online project management tools
- A patient and "customer first" manner essential for this role, and being prepared to go the extra mile to complete the task on time, and to high standard
- A proactive and "can do" approach is key to the successful outcome for the department and this role
- Prioritisation and planning is a key feature of this role, and the role requires that the individual should be able to manage their time to provide successful outcomes per the account KPI's /SLA's
- Any other reasonable requests from your manager

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- This role will be 8.30am-5pm based in client offices at Stevenage, with occasional travel

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	