



Job Description

Job Title Trainee Data Scientist

Responsible to Database and Recording Manager

Job Purpose

The role will play a key role in the development of data products across all areas of our business. Working as part of the team, the post-holder will support efforts to strengthen data quality, analysis, accessibility, and reporting of data driven insights.

The role will increase the capacity of the MI Team to provide data driven insight on performance across all contracts held and service provided by Career Connect and partner organisations. The post holder will provide support across the team to ensure the timely, effective, efficient, and accurate production of data products.

The post holder will contribute to the data integrity through quality checking and take responsibility for vital administration tasks across all contracts. The role will be key in our efforts to improving our organisational data maturity.

Principal Duties and Responsibilities:

1. Support improvements to data processing, automation and analysis capabilities.
2. Support analysis and use of data to understand performance
3. Support efforts to widen access to data for use by operational teams and senior management
4. Provide support for key data processing tasks, including the collation and formatting of data from a range of sources; production of data submissions as part of Career Connect contracts with local authorities; ensuring data quality across all Career Connect contracts and services
5. Contribute to the production of data sets, analysis and reporting that enable the monitoring of targets and impact measures across Career Connect.

6. Contribute to the planning and operation of the wider Business Development Team, including internal audits and supporting the consistent operation of the performance management framework.

Corporate Duties and Responsibilities

1. Ensure efficiencies are achieved in the delivery of services across the wider Career Connect portfolio
2. Promote the safeguarding and welfare of children, young people and vulnerable adults in accordance with Career Connect Safeguarding policy and procedures.
3. Helping to maintain a safe and healthy working environment in accordance with Career Connect Health and Safety policy and procedures.
4. Respect the confidentiality of all matters in relation to employment and clients. Comply with the requirements of the Data Protection Act 1998 and other legislation with regard to the processing of any personal data.
5. Promote and maintain Career Connect policies on Equality, Dignity at Work and Code of Conduct.
6. Take responsibility for own continuous professional development, by identifying and undertaking learning and development opportunities and alerting line manager where support is needed.
7. Proactively seek feedback from customers/ commissioners/ colleagues to identify improvements to professional practice.
8. Operate at the level expected for this role, in line with core competencies and values of the Charity.
9. Adhere to Career Connect policies and procedures on sustainability.
10. Implement and follow Career Connect policies and procedures to promote business continuity in emergency situations.
11. Act in a risk aware rather than risk averse way. Every member of staff, from the directors through line managers to the individual employee must be aware of the nature of risk, and the agreed system of control.

This job descriptions sets out the main duties of the post at the date when it was drawn up. Such duties can vary from time to time without changing the general character of the post or the level of responsibility entailed.

This could include working across a range of contracts according to the needs of the business.



Person Specification

Essential Experience, Knowledge, Skills and Abilities

1. Excellent analytical and problem-solving skills.
2. Knowledge and experience of Microsoft Applications including Excel.
Initial experience or knowledge of database interrogation and analysis tools, such as SQL would be an advantage.
3. A good understanding of processes for quality assuring data.
4. Enthusiasm to learn new skills and processes that drive efficient processing, analysis and use of data.
5. A commitment to continuous professional development.