

Job Description

Job title	Data Analytics Officer
Reports to	Audit Manager
Location	Cardiff
Payband	3

Job description
Job Purpose
Working within a small team made up of staff from all parts of the organisation, the post holder will be primarily responsible for contributing to and supporting the development of the data analytics programme within the Audit Wales.
Main Duties
To assist in the delivery of a number of individual projects within the data analytics programme, often as part of the wider team, but will involve a level of autonomy for smaller tasks/projects. Undertaking technical tasks of work requiring technical knowledge of data analytics methodologies.
Key Results Areas
<ul style="list-style-type: none"> • Primarily responsible for contributing to and supporting the development of the data analytics programme within the Audit Wales. • Undertaking discrete tasks as part of scoping projects and assessing their feasibility; • Undertaking developmental work. • Sharing of work within the DA team and to wider Audit Wales teams. • Preparing data analytics products for deployment. • Proactive monitoring and recording of benefits/impacts achieved through data analytics projects. • To act as a role model for the values and behaviours of Audit Wales.
Work must comply with Audit Wales operational requirements and be delivered to agreed standards, within agreed timescales and budgets.

General
Our Values and behaviours
Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.
Confidentiality and Information Security
The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information,

General

whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018, UK GDPR and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and the Audit Wales Disciplinary Policy.

Equality

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) security level.

Dignity at Work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Audit Wales Dignity at work policy.

Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

Person Specification

Requirement	Essential or Desirable
1. Qualifications	
1.1 Degree level or equivalent relevant experience	Essential

1.2 Postgraduate training/qualification in a relevant data analytics/data science discipline	Essential
2. Skills and abilities	
2.1 Proficient use of Microsoft Office packages	Essential
2.2 Programming ability (R, Python, or other relevant programming language)	Essential
2.3 Ability to work flexibly, manage own time effectively. Work will be largely directed by others but will require sufficient drive and pace of work, coupled with effective personal organisational/project planning skills, to ensure each piece of work is completed appropriate standards and timescales set out by others	Essential
2.4 Ability to develop and maintain positive and professional working relationships with people at all levels of staff within the Audit Wales and any external clients or stakeholders	Essential
2.5 Team working – ability to work effectively within a team with staff of a variety of skills, backgrounds and experiences.	Essential
2.6 Demonstrate good level written skills, including use of plain English to produce clear, accessible and succinct project documentation, and contribution to team reports and presentations.	Essential
2.7 Good questioning and listening skills to understand views that other people have on an issue	Essential
2.8 Good verbal communication skills for use in meetings of all sizes, interviews, presentations and focus groups	Essential
3 Experience	
3.1 Able to demonstrate experience in at least one of the following areas: <ul style="list-style-type: none"> • Data engineering – such as the design of algorithms, implementation of big data solutions, SQL and NoSQL database systems, statistical analysis languages and tooling. • Data analytics – such as statistical modelling, pattern recognition, supervised and un-supervised learning, data mining, and predictive analysis. • Data management – such as the manipulation and analysis of complex, high volume and high dimensionality data, data modelling, and cloud storage. • Story-telling and data visualisation – including the visualisation of insights drawn from data and building of data driven products using products such as Power BI and Tableau. 	1 Essential, others Desirable
4 Personal attributes	
4.1 Must have an appetite for problem solving. Required to analyse evidence, define issues, identify problems, propose and agree solutions with the Audit Manager, drawing on shared learning for other projects	Essential
4.2 Generate ideas, advise and influence the shape of the data analytics project	Essential
4.3 Alert to opportunities for innovation and responds positively to change in policy and practices	Essential
5 General	

5.1 Self-aware and a role model for the Audit Wales values and behaviours	Essential
5.2 Ability to work flexibly and if necessary outside of normal office hours.	Desirable
5.3 An awareness and a commitment to equality and diversity.	Essential
5.4 An awareness and commitment to the arrangements for health and safety	Essential

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Hold simple conversations to introduce yourself and others over the phone or in person
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Read simple correspondence and recognise basic requests and to whom it needs to be forwarded
Writing	Update documents and correspondence with Welsh dates and other generic terms	Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.