

JOB DESCRIPTION

JOB TITLE:	Employment and Skills Data Analyst
MANAGED BY:	Employment and Skills Data Team Manager
GRADE:	9

THE ROLE

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Data Analyst to join the Employment and Skills team.

Working within the Employment and Skills service, the Data Analyst plays a key role in managing, analysing, and reporting data to support the operational effectiveness of the Employment and Skills Service. This role involves collecting and validating data from multiple sources, ensuring its accuracy, relevance, and alignment with service priorities.

The Data Analyst is expected to develop and implement data collection systems, conduct regular audits to ensure data integrity and work independently on analyst projects such as trend analysis and identifying gaps in provision.

The Data Analyst is also responsible for producing regular reports that track key metrics and performance indicators linked to funding initiatives. These reports inform strategic decisions and help optimise delivery. The analyst will utilise a range of software reporting packages, such as Power BI. This position requires strong analytical skills, effective communication with both internal and external stakeholders, attention to detail, and proficiency in database management and data analysis tools.

KEY RESPONSIBILITIES

The role will encompass a range of data support and analysis in an innovative, complex, and often fast-paced environment, flexing and adapting with the needs of the Employment and Skills service:

Key Responsibilities:

- Oversight of Data Processing systems

- Collect, clean, and validate data from providers to ensure accuracy and completeness
- Implement and maintain Extract, Transform and Load (ETL) processes to integrate data into the data warehouse
- Provide ad-hoc data support to both internal and external stakeholders
- Monitor data quality and resolve discrepancies or issues promptly
- Make recommendations for funding payments to providers
- Report on performance management to support commissioning decisions
- Undertake data analysis projects as required

Data Monitoring:

- Continuously monitor data flows and system performance to ensure data integrity and availability
- Generate routine and ad-hoc reports on data quality and system status
- Collaborate with data colleagues and delivery project managers to address any technical issues affecting data processing
- Assist in automating admin heavy processes

Data Analysis:

- Analyse skills data to identify trends, patterns, and insights relevant to the region
- Develop and maintain dashboards and reports to support strategic commissioning
- Work with stakeholders to understand data requirements and deliver actionable insights

Collaboration and Support:

- Assist the Data Team Manager and other team members in data-related projects and initiatives
- Provide support and training to colleagues and external stakeholders on data processes and tools
- Participate in team meetings and contribute to the continuous improvement of data operations
- Step in for the Data Team Manager when required to do so

Line management

- Line management of Data Processing and Monitoring Officer

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level (with a strong analytical component) or with equivalent experience ideally within a public service environment

Experience

- Experience in data processing, validation, and monitoring
- Background in data analysis, preferably in a public sector or educational context

Skills and Competencies

Technical Skills:

- Proficiency in SQL and data processing tools
- Experience with data visualization software (e.g., Tableau, Power BI, QGIS)
- Familiarity with data integration and ETL processes

Soft Skills:

- Strong analytical and problem-solving skills
- Good communication and interpersonal skills
- Excellent attention to detail and accuracy
- Ability to work both independently and collaboratively in a team environment

DESIRABLE

Qualifications and Knowledge

- Working towards a project management qualification such as APM
- Experience of providing a range of support in an innovative and fast-paced project environment