Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Data Science Trainee	Grade: Scale 3
Section: Insight and Analytics Team	Directorate: CED
Responsible to following manager: Insight and Analytics Manager	Responsible for following staff: N/A
Post Number/s: RWCE8008	Last review date: August 2022

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The role is intended to offer work experience and on the job training to those completing formal data science training. The postholder will apply data science expertise to designated pieces of work under supervision of senior colleagues and to provide basic advice on defining data science projects to teams across the council.

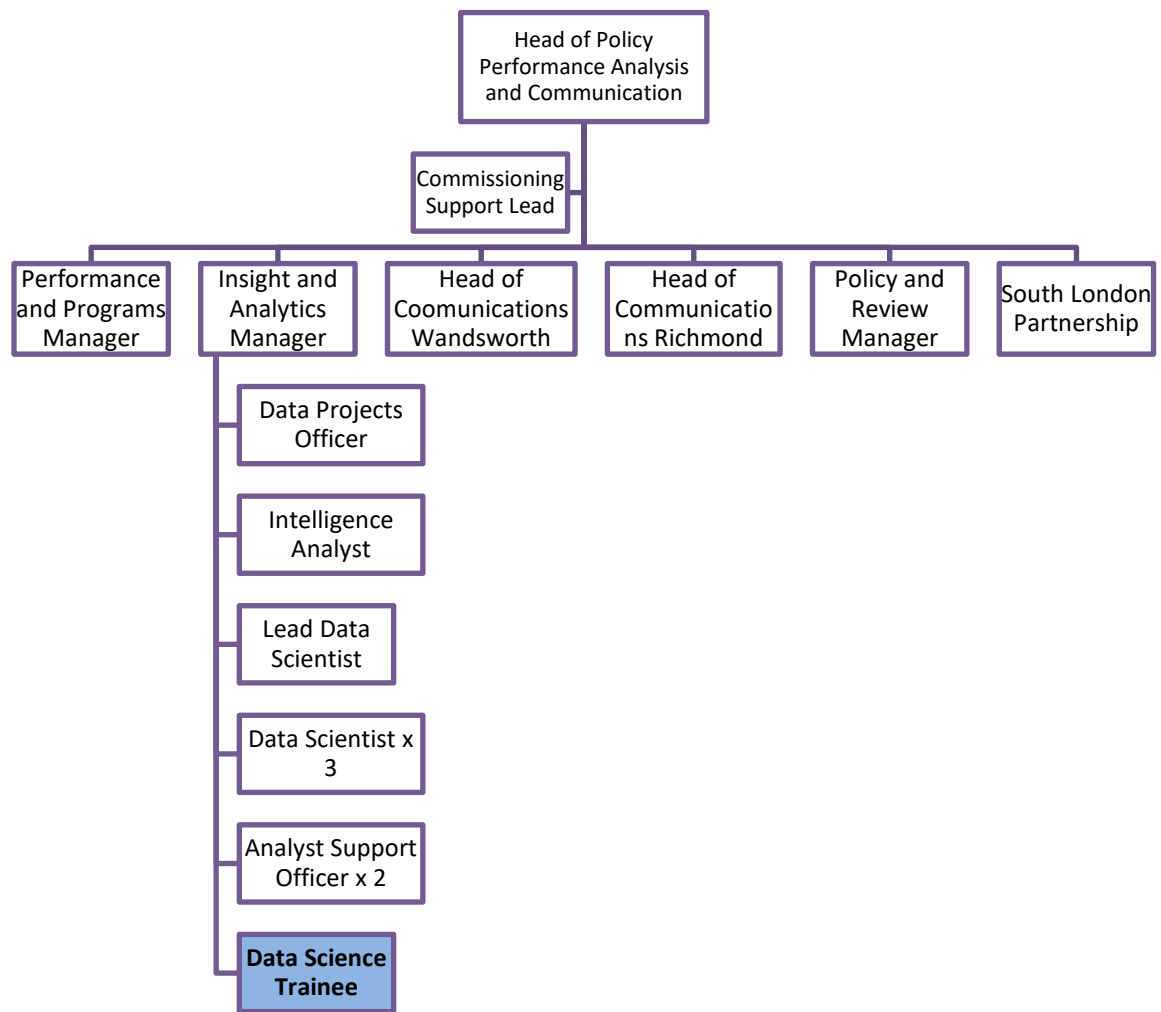**Specific Duties and Responsibilities**

- Complete work required to graduate from postholder's data science training program
- Learn on the job and expand your technical skills (e.g. coding, data visualization)
- Learn from senior colleagues how to manage and complete data science projects to solve business problems.

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- Learn and understand scoping, design, development and maintenance of data science products.
- Learn and then contribute towards the development of technical requirements for data products.
- With the guidance and supervision of senior colleagues, contribute to the development of discrete parts of data products, including but not limited to:
  - develop, code, test, correct and document simple programs or scripts,
  - learn and follow data governance arrangements
- Further develop skills in data analysis and visualisation on the job and learn how to present actionable insights
- Through work and guidance of senior colleagues develop skills on how to effectively communicate data science products to non-technical audiences
- Under supervision, apply mathematical, statistical, and scientific solutions learned in your degree to help with analysis.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Team structure

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                    │   Head of Policy        │
                    │  Performance Analysis   │
                    │   and Communication     │
                    └───────────┬─────────────┘
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                    │     Commissioning       │
                    │     Support Lead        │
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| Performance and Programs Manager | Insight and Analytics Manager | Head of Coomunications Wandsworth | Head of Communications Richmond | Policy and Review Manager | South London Partnership |

- Data Projects Officer
- Intelligence Analyst
- Lead Data Scientist
- Data Scientist x 3
- Analyst Support Officer x 2
- **Data Science Trainee**

Person Specification

Job Title:	Grade:
Data Science Trainee	Scale 3
Section:	Directorate:
Insight and Analytics Team	CED
Responsible to following manager:	Responsible for following staff:
Insight and Analytics Manager	N/A
Post Number/s:	Last review date:
RWCE8008	August 2022

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Knowledge through education of data science techniques and when to apply them.	A/I
Awareness of data security and ethics and how they apply to own work (desirable).	A/I
Experience	
Experience of using data analytics tools, including Python or R, and Git.	A/I/T
Experience coding in other programming languages (desirable)	A/I
Experience designing or setting up databases (desirable)	A/I
Experience working with AWS or Azure cloud architectures and cloud-based	A/I

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environments (desirable)	
Skills	
Technical skills • Advance MS Excel skills • Advance Python or R skills • Intermediate to Advance SQL skills	A/I/T
Qualifications	
Completing formal education in Data Science (e.g. Masters of Data Science) for which on the job training is required	A

A – Application form / CV
I – Interview
T – Test
C - Certificate