

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
DIRECTORATE:		Community Services & Transport	
SERVICE AREA:		Waste Management	
JOB TITLE		Apprentice Data Technician	
REPORTING TO:		Waste Strategy Officer	
APPRENTICESHIP QUALIFICATION		Data Technician - Level 3	
APPRENTICESHIP DURATION:		27 Months (inc 3months EPA)	
1.	JOB SUMMARY: To assist in the completion of waste management/recycling data, statistics and performance indicators in relation to recycling schemes, projects and contracts, Civic Amenity Site(s) and Waste Disposal Contracts and drafting spreadsheets, reports as required for Waste Data Flow, BVPI's and other relevant management regimes. Will work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To assist with processing and analysis off waste data.	
	2	Communicate results verbally, through reports and technical documentation and tailoring the message for specific audiences in the service	
	3	Collate and format data to facilitate processing and presentation for review and further advanced analysis by others. Specifically, in relation to Waste Data.	
	4	To assist the Waste Management team in effective data processing and analysis.	
	5	Store, manage and share data securely in a compliant manner.	
	6	Spot trends in data which could benefit the service area.	
	7	Practise continuous self-learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development.	
	8	Work closely with the Waste Strategy officer to gain a rounded understanding of the origin of data and what its practical application means.	
	9	To work collaboratively with operational data and provide them with analysis to aid with business functions.	
	10	To provide support and assistance to ensure that the best use of resources are maintained at all times including the use of current computer technology.	
	11	To establish effective working relationships with key internal and external partners	
	12	To assist in the day to day running of the council's waste booking systems.	
	13	To participate in the development of a culture which is consistent with the Council's vision of enthusiastic and forward-looking partnership and delivery of efficient and effective services within a Customer Service Excellence environment.	
	14	To gain a rounded understanding of Waste Management.	
	15	Be involved in the customer service side of Waste Management, including accessing the Waste Management email inbox.	
	16	Learn processes involved in the payment of invoices to numerous suppliers.	

3	GENERAL		
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder</p> <p>Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>		
	Name	Signature	Date
Job Description written by (Manager)
Job Description agreed by (Apprentice)

Job Description dated Sept 2021

PERSON SPECIFICATION

Job Title	Apprentice Data Technician	
Directorate / Service Area	Community Services & Transport	Waste Management

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Maths and English at Level 2 / GCSE Grade C / 4 or above. PLEASE NOTE: You must not hold an existing qualification at the same or higher level as this apprenticeship or in a similar subject.	5 GCSEs Grade C/4 or above or equivalent Level 2 qualifications	Application form
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative	Giving advice and information to the public both face to face and over the telephone Collating and analysing data using Excel	Application / Interview
Knowledge & Skills	Excellent IT Skills including the use of Microsoft Office (Word & Excel) Communicate effectively verbally and in writing. Listen and assimilate information. Organised with a good attention to detail.	Experience of producing reports based on the collation of data Logical approach to problem solving	Application / Interview

Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. Flexible approach to work. High personal standards and self-discipline. Motivated and positive attitude Committed to own personal development		Application / Interview
Other requirements			Application / Interview

Person Specification dated Sept 2021