

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	CEX – Chief Executives
Division:	Planning and Economic Development
Post No & Job Title:	P84 – Data Analyst Apprentice
Grade:	Grade 2
Responsible to:	P67 Planning Manager and P88 GIS Officer
Responsible for:	No responsibility for employees.
Main purpose of the job	To provide support and development in use of the Idox computer systems within the Directorate and those associated users of the systems in other Directorates. Whilst simultaneously undertaking and successfully completing a Data Analyst apprenticeship programme with the Council.

Main Duties and Responsibilities:

Through appropriate training the post holder will gain the knowledge and experience enabling them to contribute to the following key tasks, working as directed by the senior members of the team.

1. To work, under instruction and supervision, as part of a team to deliver an efficient, effective and quality service within the planning team and carry out the development, integration and operation of relevant computer software applications in the Directorate.
2. Assist with the integration and further development of the iDOX Uniform and associated systems within the Directorate and other user directorates.
3. To work to defined business standards and processes, performing a wide range of business support tasks with due regards to confidentiality and safeguarding, and in accordance with timescales and all relevant Council Policies.
4. Develop and monitoring the effectiveness of office procedures and systems which give administrative support to the Directorate and other Directorates where appropriate.
5. Prepare Access applications and reports using data from existing databases to support business scenarios and enhance their functionality.
6. Assist senior officers in providing reports relating to performance monitoring and Statutory Government returns in respect of the Planning and Building Control services as required.
7. To ensure all corporate learning and development is undertaken in a timely manner.

8. Maintain up to date information and understanding of the relevant software systems in the Directorate, including the structure of the relevant databases, to ensure appropriate reports and other data requirements can be provided.
9. To sign a learning contract with the apprenticeship training provider and adhere to the agreement, participating and completing the Level 4 Data Analyst Apprenticeship.
10. Act as a nominated Essential Key User trainer for the department to ensure each member of staff maintains corporate standards for the use of PC's.
11. To gain a thorough understanding of the Council's core values and working practices within local government.
12. To undertake any other relevant duties within the scope and grade of the post as may be required by the Planning Manager or Assistant Director.

DESIGNATED CAR USER

A designated car user status has not been attached to this post.

RESTRICTIONS

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities for the Data Analyst Apprentice but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:	Ryan Dawson		5 th August 2025
Job description agreed by			

Date of issue: August 2025