

Data Analyst.

Level 4 Professional Career Development Programme

To check if this programme is suitable for you, ask yourself the following questions:

- Would a professional in my role be expected to display the knowledge, skills and behaviours detailed below?
- Will I have the opportunity to demonstrate the skills detailed below in my current role?
- Will completion of this programme help me to be more effective in my current role?

During the application process your Line Manager will be asked to confirm that this programme is relevant for your role. This is important, as completion of the programme and your professional accreditation relies on your ability to provide evidence that you've learned and applied the skills detailed below back at work.

Technical Competencies

Be able to undertake the following in line with organisational procedures and under supervision:

- Identify, collect and migrate data to/from a range of internal and external systems
- Manipulate and link different data sets as required
- Interpret and apply the organisations data and information security standards, policies and procedures to data management activities
- Collect and compile data from different sources
- Perform database queries across multiple tables to extract data for analysis
- Perform routine statistical analyses and ad-hoc queries
- Use a range of analytical techniques such as data mining, time series forecasting and modelling techniques to identify and predict trends and patterns in data
- Assist production of performance dashboards and reports
- Assist with data quality checking and cleansing
- Apply the tools and techniques for data analysis, data visualisation and presentation
- Assist with the production of a range of ad-hoc and standard data analysis reports
- Summarise and present the results of data analysis to a range of stakeholders making recommendations
- Works with the organisation's data architecture

If you have any questions about the programme, contact BPP:

✉ pcdp@bpp.com

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Technical Knowledge and Understanding

- The range of data protection and legal issues
- The data life cycle
- The different types of data, including open and public data, administrative data, and research data
- The differences between structured and unstructured data
- The fundamentals of data structures, database system design, implementation and maintenance
- The importance of the domain context for data analytics
- The quality issues that can arise with data and how to avoid and/or resolve these
- The importance of clearly defining customer requirements for data analysis
- The processes and tools used for data integration
- The steps involved in carrying out routine data analysis tasks
- How to use and apply industry standard tools and methods for data analysis

Underpinning Skills, Attitudes and Behaviours

- Logical and creative thinking skills
- Analytical and problem solving skills
- Ability to work independently and to take responsibility
- Use own initiative
- A thorough and organised approach
- Ability to work with a range of internal and external people
- Ability to communicate effectively in a variety of situations
- Maintain productive, professional and secure working environment