West Yorkshire Fire & Rescue Service.

Job Description.

**Post Title: Data Apprentice.**

**Grade: 1.**

**Responsible To: Data Team Manager.**

**Purpose Of Post: As a Data Apprentice, you will support the organisation in sourcing, formatting, analysing, and presenting data to enable informed decision-making and improve operational performance. You will work across the data team, gaining hands-on experience in data quality, reporting, and engineering practices while studying towards a recognised qualification. This role is designed to develop your skills in data management, analysis, and communication, preparing you for a career in data and digital services.**

**Organisational chart.**

# A diagram of a company  AI-generated content may be incorrect.

# Main duties and responsibilities of the role.

1. Source, format, and present data securely from trusted internal and external sources.
2. Support data cleansing activities to ensure accuracy, consistency, and compliance with data quality standards.
3. Assist in building dashboards and reports using tools such as Power BI.
4. Collaborate with data owners and analysts to understand reporting requirements.
5. Apply basic statistical methods to analyse structured and unstructured data.
6. Document data processes and maintain clear records of work.
7. Learn and apply data protection principles including GDPR and ethical data use.
8. Participate in team meetings and contribute to data-related projects.
9. Engage in continuous learning and development aligned with apprenticeship goals.
10. Communicate findings clearly to technical and non-technical audiences.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:
* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.
1. A satisfactory standard Disclosure and Barring check is required for the role.
2. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Experience using Microsoft Excel and other Microsoft 365 tools. | Essential. | Application & Selection Process. |
|  | Experience working with data in systems or databases. | Essential. | Application & Selection Process. |
|  | Understanding of data protection regulations (e.g. GDPR). | Essential. | Application & Selection Process. |
|  | Experience presenting data using tables, charts, or dashboards. | Desirable. | Application & Selection Process. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | GCSE Maths and English Grade C/4 or above (or equivalent). | Essential. | Application. |
|  | Willingness to work towards a Level 3 or 4 qualification in data. | Essential. | Application. |
|  | ITIL Foundation or similar certification. | Desirable. | Application. |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Attention to detail and commitment to data accuracy. | Essential. | Application & Selection Process. |
|  | Ability to communicate clearly with technical and non-technical teams. | Essential. | Application & Selection Process. |
|  | Analytical thinking and problem-solving skills. | Essential. | Application & Selection Process. |
|  | Commitment to continuous learning and professional development. | Essential. | Selection Process. |
|  | Understanding of Equality & Diversity and WYFRS values. | Essential. | Selection Process. |

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