



## Job Description

<b>Job Title:</b>	Apprentice Data Engineer
<b>Directorate/Team:</b>	Technology and Insight Service – Transport Data
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Data Engineering Lead
<b>Responsible for:</b>	N/A
<b>Key working relationships:</b> (internal)	This postholder will develop key relationships across the organisation to support in the provision of key programmes or services for the Data Engineering team.
<b>Key working relationships:</b> (external)	N/A

## Purpose of the Post

The WMCA Apprentice Development Programme is a structured early careers pathway designed to support and develop the next generation of public sector colleagues. Regardless of the directorate or discipline you join, apprentices will be part of a wider development framework, which includes a structured development pathway, mentoring, peer cohort activity, and regular touchpoints to support learning, confidence and career growth throughout the apprenticeship.

This role sits within that programme. You will gain real-world experience contributing to meaningful work, while building the skills, knowledge and professional networks needed to support your future career, whether within WMCA, the wider public sector or your chosen professional field.

The Apprentice Data Engineer will support and assist in ensuring the provision of key data engineering programmes and services across the organisation while gaining hands-on experience and formal training in coding and cloud computing. The team leads on managing the collection, analysis and monitoring of transport, planning, social and economic data on behalf of Transport for West Midlands and the Combined Authority.

## Accountabilities

- Support the day-to-day operations of the Data Engineering team, contributing to the successful delivery of projects and services.
- Learn and apply organisational policies, procedures, and systems to ensure consistent and high-quality support.
- Engage in training and development activities, completing all required coursework and assessments.
- Demonstrate professionalism, curiosity, and a commitment to continuous improvement.
- Maintain confidentiality and integrity in handling sensitive information.

## Responsibilities

### Strategic

- Actively contribute to team planning sessions by sharing ideas and learning how strategic goals are set and tracked.

- Support the collection and analysis of data, increasing automation, to inform decision-making and performance reporting.
- Participate in cross-functional meetings to understand how different departments align with organisational strategy.
- Support research tasks that support programme development or policy initiatives.
- Work flexibly and with integrity to meet the needs of the WMCA and the Data Engineering function.

### People

- Develop positive working relationships with colleagues, mentors, managers, and stakeholders across the organisation.
- Regularly engage with mentors or supervisors to gain insights and improve your performance.
- Participate in team activities and contribute to a collaborative, inclusive working environment.
- Strengthen skills in communication, teamwork, problem-solving, and time management.
- Represent the organisation professionally when interacting with external partners or members of the public.

### Operational

- Apply understanding of the organisation's procedures or practices for tasks required.
- Provide and coordinate administrative and logistical support for meetings, workshops, and events.
- Participate in hands-on training, shadow experienced professionals, and attend relevant courses to build expertise.
- Use digital tools and systems to manage tasks, schedules, and workflows.
- Maintain accurate records, databases, and documentation in line with organisational standards.
- Support on tasks or projects to practice and demonstrate your growing skills and satisfy TfWM's strategic priorities, including:
  - Obtain and capture data to support current and future transport strategies including the Strategic Transport Plan, the Freight Strategy, Midlands Connect and West Midlands Rail.
  - Assist in the maintenance of a central intelligence hub in collaboration with partners and stakeholders to ensure a transparent approach to data sharing and intelligence provision across the Combined Authority.
  - Support the production process of dashboard reporting to meet the strategic and operational functions of the Combined Authority.
  - Liaise with colleagues and partners of the Combined Authority to ensure that survey monitoring requirements are met.
  - Assist both the strategic and operational functions of the Combined Authority in meeting their information requirements as required.
  - Acquire, maintain and capture data to be used as an evidence base and trend analysis, including political, commercial, national, regional and district data.
  - Provide system support for the AWS cloud computing environment, including upgrades and security enhancements.
- Respond to routine enquiries and requests for data and access to Data Insight Services tools from colleagues and stakeholders in a timely and professional manner.
- Maintain logs of your work, including progress reports, learning outcomes, or any required documentation as required as part of learning.

### Financial

- Support financial processes such as raising purchase orders, tracking expenses, or processing invoices.
- Participate in budgeting and financial planning discussions, increasing learning through shadowing and training sessions.
- Ensure accuracy and attention to detail when handling financial data or documents.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

### Other

- Complete all apprenticeship training modules and assessments within agreed timeframes.
- Develop greater independence in your work and enhance your competencies.
- Uphold the organisation's values: collaborative, inclusive, innovative and driven.
- Take part in internal development programmes, networking events, and mentoring opportunities as required.
- Represent the WMCA in a professional manner.
- Undertake such tasks as may reasonably be expected, commensurate with the scope and level of the role.

### Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
<b>Experience</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Experience of working in a team environment (e.g. school, volunteering, part-time job)	x		x	x	
Experience supporting projects or events		x		x	
Experience using Microsoft Office (Word, Excel, Outlook)	x		x	x	
<b>Skills / Knowledge</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Good analytical and numerical skills, able to review information and determine the best approach	x		x	x	
Ability to communicate to people through strong written and verbal communication skills	x		x	x	
Attention to detail and accuracy	x		x	x	
Ability to manage time and prioritise tasks effectively	x		x	x	
Willingness to learn and take initiative	x		x	x	
Ability to work collaboratively with others	x		x	x	
Evidence of interest in working with data, including awareness of data quality and accuracy		x	x	x	
Exposure to creating basis data visualisations		x	x	x	
Some experience of collecting or working with data, with an understanding of the importance of reliable sources		x	x	x	
Awareness or introductory knowledge of tools such as Excel and Python for handling data		x	x	x	
Awareness of GIS or an interest in spatial data analysis		x	x	x	
Ability to work effectively in a hybrid environment, combining remote and office-based work	x		x		
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Willingness to complete the level 4 DevOps Engineer apprenticeship	x				x
Level 3 qualification in Computer Science or equivalent (e.g. relevant A level, BTEC, T level)	x		x		
GCSEs in English and Maths (grade 4/C or above) or equivalent (e.g. level 2 Functional Skills)	x		x		

\*Key: A = Application, I = Interview, T = Testing/Assessment

### Core Expectations

<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable
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	it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Matrix Working</b>	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
<b>Business Continuity</b>	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

### Values

<b>Collaborative</b>	We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region.
<b>Inclusive</b>	Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive.
<b>Innovative</b>	We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future.
<b>Driven</b>	Focused on impact – leading with clarity, care and courage to deliver meaningful results for the West Midlands.

Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.

### Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

### Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family