



## Job Description

<b>Job Title:</b>	Graduate Data Analyst
<b>Directorate/Team:</b>	Economic Delivery, Skills & Communities – Insights Team
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Insight & Performance Manager
<b>Responsible for:</b>	N/A
<b>Key working relationships:</b> (internal)	This postholder will develop key relationships across the Insights team, ESHC Directorate Leads and other Programme teams.
<b>Key working relationships:</b> (external)	Partners, stakeholders, data providers.

### Purpose of the Post

The WMCA Graduate Development Programme is a structured early careers pathway designed to develop the next generation of public sector leaders. Regardless of the directorate or discipline you join, all graduates benefit from a development framework, including a structured development programme, mentoring, peer cohort activity, and regular touchpoints to support your growth throughout the scheme.

This role sits within that programme. You will gain real-world experience contributing to work that matters, while building skills, knowledge and professional networks.

As a Graduate Data Analyst, you will support the Insights team by collecting, collating, analysing and presenting data from a range of internal and external stakeholders, adding value to data by connecting datasets and themes.

### Accountabilities

- Support the planning, delivery, and evaluation of programmes, projects and services across the organisation, contributing to measurable outcomes.
- Support the Insight and Performance Manager in monitoring performance indicators, integrated settlement metrics and Directorate priorities.
- Support the delivery of policy projects.
- Maintain an overview of relevant government data releases and develop an annual reporting schedule.
- Contribute to operational effectiveness by undertaking administrative, analytical, and coordination tasks with increasing independence.
- Fully engage in structured training and development activities, completing all graduate scheme requirements and learning objectives.
- Demonstrate professionalism, intellectual curiosity, and a proactive approach to continuous improvement.
- Maintain confidentiality and integrity in handling sensitive information.
- Uphold organisational values and maintain confidentiality in all aspects of work.

### Responsibilities

#### Strategic

- Assist in the development of programme plans and strategic documents by gathering data, insights and stakeholder input.
- Contribute to horizon scanning and research activities that informs long-term planning, innovation and policy development.

- Participate in cross-departmental initiatives that align with organisational priorities such as sustainability, digital transformation, and inclusion.
- Provide actionable insights from data and present findings clearly and concisely for a range of audiences.
- Collect and collate data from a range of sources, analysing it for use in policy and strategic decision-making.
- Undertake research and analysis on employment, skills, and productivity to inform policy and programme development.
- Support performance reporting and help track progress against strategic objectives.
- Work flexibly and with integrity to meet the needs of the WMCA and the Insights team.

### People

- Deliver oral briefings and presentations internally, to the Insights Team and key stakeholders across the directorate.
- Build collaborative relationships with colleagues, mentors, and managers across the organisation.
- Work collaboratively to achieve the benefits of change, meeting customer/stakeholder expectations on time and within cost constraints.
- Regularly engage with mentors or supervisors to gain insights and improve your performance.
- Actively contribute to team meetings and contribute to a positive, inclusive working environment.
- Refine communication, leadership, and interpersonal skills through feedback and real-world application.
- Represent the organisation professionally when interacting with external partners or members of the public.

### Operational

- Assist in the development of consistent processes and procedures for producing sector-specific and place-specific snapshot reports.
- Apply organisation's procedures or practices to deliver high-quality outputs.
- Coordinate and support meetings, workshops, and events, ensuring smooth logistics and effective follow-up.
- Provide timely and accurate information to support team decision-making and service delivery.
- Participate in advanced training, shadowing, and professional development to deepen subject matter expertise.
- Use digital tools and systems to manage complex tasks, workflows, and collaborative projects.
- Maintain and improve records, databases, and documentation to meet compliance and quality standards.
- Contribute to projects and initiatives, demonstrating initiative and growing professional judgement.
- Respond to enquiries and requests from colleagues and stakeholders in a timely and professional manner, resolving issues where required.
- Support the development of operational plans and contribute ideas for future activities or improvements.
- Maintain logs of your work, including progress reports, learning outcomes, or any required documentation as required as part of learning.

### Financial

- Support financial processes including purchase orders, expense tracking, and invoice management with accuracy and accountability.
- Contribute to budgeting, financial planning, and value-for-money processes through analysis and stakeholder engagement, developing knowledge through shadowing and training.
- 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 graduate scheme modules and assessments within agreed timeframes.
- Uphold the organisation's values, including integrity, inclusivity, and public service.
- Take part in internal development programmes, networking events, and mentoring opportunities as required.
- Represent the WMCA in a professional manner.
- Carry out any other duties reasonably required to support the team and enhance learning, 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>					

Experience working in a team environment (e.g. university, volunteering, part-time job)	x		x	x	
Experience supporting projects or events	x			x	
Ability to work effectively in a hybrid environment, combining remote and office-based work	x			x	
Confident in using Microsoft Office (Word, Excel, Outlook)	x		x	x	
Evidence of producing reports and presentations for a range of purposes	x		x	x	
Evidence of analysing data to draw out the salient points including understanding, condensing, and presenting information	x		x	x	
Experience of working through a problem or question to identify solutions	x		x	x	
<b>Skills / Knowledge</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
The ability to work well with others, showing awareness of diversity, emotional intelligence, and political sensitivity.	x		x	x	
Able to communicate clearly and confidently, adapting style to suit different audiences and put ideas across effectively.	x		x	x	
Able to manage time and priorities to meet goals and support change.	x		x	x	
The ability to act on own initiative and take responsibility for decisions to achieve results.	x		x	x	
The ability to use creativity and analysis to problem solve and find cost-effective solutions.	x		x	x	
Able to actively pursue learning and development, showing resilience and a positive attitude to change and setbacks.	x		x	x	
An understanding of the role of a combined authority in shaping and delivering strategic services and fostering regional growth.	x		x	x	
Able to summarise and present information in a clear and engaging way.	x		x	x	
Able to analyse and interpret data.	x		x	x	
An interest in working with data and geospatial tools, and willing to learn tools such as Python, Power BI, ArcGIS or QGIS.	x		x	x	
Exposure to data analysis tools (e.g. R / Python / Power BI) and/or GIS or mapping tools (e.g. ArcGIS Pro, QGIS) through study, projects or work experience.		x	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 a graduate scheme	x				x
A minimum 2:2 undergraduate degree in a relevant subject, gained within the last 5 years (or other level 6 qualification)	x		x		
Evidence of ongoing personal or professional development		x	x		

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

<b>Core Expectations</b>	
<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 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
<b>Position Reference</b>			