

## Data Technician Intern

The National Skills Academy for Rail (NSAR) is an organisation established to enable the sector to deliver a modern and efficient, world-class railway through the development of a highly skilled and productive workforce. Part of its function is to forecast and predict what the workforce of the future might look like and how it changes from the workforce of today.

Reporting to the Senior Analyst, the key feature of the Intern Data Technician role is to provide data support to the strategic workforce planning and skills intelligence activities for the UK rail industry and potential other sectors too. The key responsibilities are shown below:

### Primary responsibilities:

- source data from a collection of already identified trusted sources in a secure manner
- collate and format data to facilitate processing and presentation for review and further advanced analysis by others
- present data for review and analysis by others, using tables, charts and graphs
- blend data by combining data from various sources and formats
- analyse simple and complex structured and unstructured data
- validate results of analysis using various techniques, e.g. cross checking, to identify faults in data results and to ensure data quality
- communicate results verbally, through reports and technical documentation and tailoring the message for the audience
- store, manage and share data securely in a compliant manner

### Essential attributes:

- 5 + GSCE's (English & Maths compulsory, Science preferred)
- Competent with Microsoft windows package i.e. word, excel, powerpoint

### Personal attributes:

- Ability to work with minimum supervision and meet deadlines
- Flexible and organised
- Team player
- Collaborate with people both internally and externally at all levels
- A thorough and organised approach
- Value difference and be sensitive to the needs of others
- Use own initiative

*Initially a full-time Internship for 6 – 8 weeks with Travel Card and £5 luncheon allowance, with the view to extending to a fully funded and salaried Level 3 Data Technician Apprenticeship.*

**Location** - London

**Closing date** – 31<sup>st</sup> October 2019

Please send your cv and covering letter to Laura Harris, HR Manager  
([laura.harris@nsar.co.uk](mailto:laura.harris@nsar.co.uk))