|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY SKILLS MAP – DATA ANALYST/ASSOCIATE DATA ENGINEER** | | | | | |
| **Sector** | Infocomm Technology | | | | |
| **Track** | Data and Artificial Intelligence | | | | |
| **Sub-track** | Business Intelligence | | | | |
| **Occupation** | Data Analyst | | | | |
| **Job Role** | **Data Analyst/Associate Data Engineer** | | | | |
| **Job Role Description** | The Data Analyst/Associate Data Engineer blends historical data from available industry reports, public information, field reports or purchased sources, basic data cleaning and transformation, and performs analysis to support business and product decisions. He/She uses development tools to generate reports, dashboards, clean and prepare the data and analytical solutions according to business rules and specifications. He is a part of important projects and coordinates with internal teams to develop projections on outcomes of implementing business strategies that result in actionable insights. He also assists in the data collection, processing and warehousing tasks, which may also include collection, parsing, analysing and visualising large sets of data  He works in a team setting and is proficient in the analytics tools and techniques required by the organisation. He is also familiar with the relevant software platforms on which the solution is deployed on.  The Data Analyst/Associate Data Engineer is meticulous and detailed-oriented. He enjoys working with data and displays willingness to learn. He adopts an analytical approach to solving problems and displays confidence when communicating ideas. | | | | |
| **Critical Work Functions, Key Tasks and Performance Expectations** | **Critical Work Functions** | **Key Tasks** | | | **Performance Expectations** |
| **Identify business needs** | Identify information needs of stakeholders required for decision-making | | | In accordance with:     * Model AI Governance Framework * Personal Data Protection Act 2012 |
| Assist in the translation of business needs into analytics and reporting requirements | | |
| Recommend types of data and data sources needed to obtain the required information and insights | | |
| Assist in identifying potential business intelligence service offerings required by the business | | |
| **Prepare and analyse data** | Gather data from internal systems and external sources | | |
| Perform data entry tasks in data collection systems | | |
| Clean and update databases to remove duplicated, outdated or irrelevant information | | |
| Perform data validation and quality control checks | | |
| Perform basic extract, transform and load related activities to prepare data for analysis or transfer | | |
| Analyse data to identify trends, patterns and correlations to support decision-making | | |
| Propose solutions and recommendations to address information need | | |
| **Present Insights** | Develop automated and logical data models and data output methods | | |
| Translate analyses into common business language to influence business decisions or actions | | |
| Design data reports and visualisation tools to facilitate data understanding through storytelling | | |
| **Skills and Competencies** | **Technical Skills and Competencies** | | **Generic Skills and Competencies** | | |
| Budgeting | Level 3 | Leadership | Intermediate | |
| Business Innovation | Level 4 | Developing People | Intermediate | |
| Business Needs Analysis | Level 2 | Computational Thinking | Intermediate | |
| Business Performance Management | Level 3 | Communication | Intermediate | |
| Data Analytics | Level 2, Level 3 | Creative Thinking | Intermediate | |
| Data Engineering | Level 2 |  | | |
| Data Ethics | Level 3 |
| Data Visualisation | Level 3 |
| Database Administration | Level 2 |
| Design Thinking Practice | Level 3 |
| Networking | Level 3 |
| Project Management | Level 3 |
| Stakeholder Management | Level 2 |
| **Programme Listing** | For a list of Training Programmes available for the ICT sector, please visit: www.skillsfuture.sg/skills-framework/ict | | | | |
|  |  |  |  |  | |
| The information contained in this document serves as a guide. | | | | | |