

SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY SKILLS MAP – DATA ANALYST/ASSOCIATE DATA ENGINEER				
Sector	Infocomm Technology			
Track	Data and Artificial Intelligence			
Sub-track	Business Intelligence/Data Engineering			
Occupation	Data Analyst			
Job Role	Data Analyst/Associate Data Engineer			
Job Role Description	<p>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</p> <p>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.</p> <p>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.</p>			
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: <ul style="list-style-type: none"> 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		Clean and update databases to remove duplicated, outdated or irrelevant information		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				
Present Insights	Propose solutions and recommendations to address information need			
	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.