The Data Analyst blends historical data from available industry reports, public information, field reports or purchased sources and performs analysis to support business and product decisions. He/She uses development tools to generate reports, dashboards and analytical solutions according to business rules and specifications. He leads important projects and coordinates with internal teams to develop projections on the outcome of implementing certain business strategies that result in actionable insights.

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**

**Identify business needs**
- Work with stakeholders to define business and information needs
- Support the translation of business needs into analytics and reporting requirements
- Recommend types of data and data sources needed

**Analyse data**
- Gather data from internal systems and external sources
- Enter information into data collection systems
- Clean databases to remove duplicated, outdated or irrelevant information
- Perform data validation and quality control checks
- Mine data to identify trends, patterns and correlations
- Develop solutions and recommendations to address information need

**Report insights**
- Develop automated and logical data models and data output methods
- Design data reports and visualisation tools to facilitate data understanding

**Technical Skills & Competencies**

<table>
<thead>
<tr>
<th>Skills &amp; Competencies</th>
<th>Level</th>
<th>Generic Skills &amp; Competencies (Top 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytics and Computational Modelling</td>
<td>Level 3</td>
<td>Communication Intermediate</td>
</tr>
<tr>
<td>Business Needs Analysis</td>
<td>Level 3</td>
<td>Computational Thinking Basic</td>
</tr>
<tr>
<td>Data Engineering</td>
<td>Level 4</td>
<td>Lifelong Learning Intermediate</td>
</tr>
<tr>
<td>Data Strategy</td>
<td>Level 4</td>
<td>Problem Solving Basic</td>
</tr>
<tr>
<td>Data Visualisation</td>
<td>Level 3</td>
<td>Sense Making Intermediate</td>
</tr>
<tr>
<td>Stakeholder Management</td>
<td>Level 3</td>
<td></td>
</tr>
</tbody>
</table>

**Programme Listing**

For a list of Training Programmes available for the Infocomm Technology sector, please visit: [www.skillsfuture.sg/skills-framework/ict](http://www.skillsfuture.sg/skills-framework/ict)

The information contained in this document serves as a guide.