

**SKILLS FRAMEWORK FOR FINANCIAL SERVICES
SKILLS MAP - DATA ANALYST**

Sector	Financial Services			
Track	Digital and Data Analytics			
Occupation	Data Analyst			
Job Role	Data Analyst			
Job Role Description	<p>The Data Analyst is responsible for collecting, blending and conducting analyses on data from various sources to interpret and draw meaningful insights to support decision-making on business, products and solutions. He/She assists in building analytical tools and working with business units to understand their requirements to design reports and visualisation approaches. He makes use of data processing systems to conduct full lifecycle analyses on available data to optimise its value to the organisation.</p> <p>The Data Analyst possesses a good knowledge of data analytics, machine learning, data mining and the ability to solve problems using his data. He is driven to learn and enjoys working with data. He adopts an analytical approach to solving problems and displays confidence when communicating ideas. He is also good team player and possesses good interpersonal and communication skills.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Provide data analytics services to internal stakeholders	Key Tasks	
			Monitor and track delivery status on project pipelines for timeliness, accuracy and potential incoming data analytics projects	
			Work with stakeholders to define business and information needs	
			Assist in conceptualisation of data analytics projects	
	Build data analysis and processing systems	Provide recommendations on latest technologies, strategies and products to the organisation based on organisation's compatibility and needs	Gather data from internal systems and external sources according to specific data needs	
			Enter information accurately into data collection systems	
			Clean databases to remove duplicated, outdated or irrelevant information	
			Conduct data mining activities to identify trends, patterns and correlations within large data sets	
			Maintain data integrity when handling data	
			Develop automated and logical data models and data output methods	
			Design data reports and visualisations to facilitate data interpretation understanding	
	Develop data solution optimisation approaches	Record data sources, models and algorithms used and developed in past projects into knowledge management systems	Learn advanced statistical techniques in anticipation of future business requirement changes	
			Identify available analytical tools and/or develop analytical tools to address potential issues faced by business units	
			Identify alternate approaches towards identifying and manipulating data based on different business needs	
	Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)
Data Analytics and Computational Modelling		Level 3	Sense Making	Intermediate
Data Collection and Analysis		Level 3	Problem Solving	Intermediate
Data Governance		Level 3	Communication	Intermediate
Data Mining and Modelling		Level 3	Computational Thinking	Intermediate
Data Storytelling and Visualisation		Level 3	Digital Literacy	Intermediate
Emerging Technology Synthesis		Level 3		
Ethical Culture		Level 3		
Programming and Coding		Level 3		
Project Management		Level 3		
Stakeholder Management		Level 3		

Programme Listing	For a list of Training Programmes available for the Financial Services sector, please visit: www.skillsfuture.sg/skills-framework/financial-services
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The information contained in this document serves as a guide.