

Port of London Authority

Job Description

1. JOB DETAILS

DEPARTMENT

Job Title: Analyst

Reports To: Business Analyst

Grade: 7

Date: October 2021

2 JOB PURPOSE

To support the Business Analyst in compiling, distributing and or presenting strategic data to satisfy company objectives including regular customer / stakeholder surveys.

3 JOB DIMENSIONS

Financial

1. N/A

Staff Responsibilities

1. Direct – nil
2. Indirect – nil

4 ORGANISATION CHART – not attached at this time

5 KNOWLEDGE, SKILLS AND EXPERIENCE

Could suit a graduate with a couple of years' experience in an economic analysis role.

- Graduate level education in a relevant (numerate) discipline
- Potentially, experience in a data driven or economic analysis role.
- Excellent written and verbal communication skills
- Able to both interpret and present data to a wide audience in a variety of suitable manners
- Team worker
- Able to prioritise own work
- Advanced computer skills including Excel spreadsheet skills
- A sound working knowledge of PLA's activities and procedures

6 KEY ACCOUNTABILITIES

For Corporate Affairs, accountabilities include:

- (Until end of Thames Vision development, production of consultation analysis as required (consultation expected to kick off November 2021 and run into January/February 2022))
- Running the twice a year customer surveys (April/September)
- Support for major studies/reports when needed, e.g. updating Vision studies in 2025/26

For Commercial / Finance teams, accountabilities include:

- Producing meaningful monthly KPIs for ExCo reports which address the business needs and may therefore change over time.
- Provision and presentation of key strategic business information and data on which to base decisions.
- Conduct sensitivity analysis of proposals and co-ordinate implementation and review of policy decisions where appropriate.
- Support the Business Analyst in the provision of supporting data to improve commercial thinking in both revenue generation and expenditure.
- Support the development and generation of commercial key performance indicators and other critical business information.
- Production of business plans for new or expanding commercial ventures, providing key financial forecasting information amongst other financial planning information.
- Produce charging quotes for customers in both “normal trade” and more commercial areas of the business which is often then communicated directly to the customer.
- Contribute to the formulation of strategic data in support of financial plans, budgets and forecasts with differing levels of detail.
- Contribute to the improvement of the published charges tariff in terms of charging strategy, published content and stakeholder interface such as the development of online functionality / tools.

The above list is not exhaustive and the job holder will undertake any other duties commensurate with the role, skills and/or grading

7 COMMUNICATIONS AND WORKING RELATIONSHIPS

This role primarily works within the Commercial Team but the provision of customer survey data provides support to the Director of Corporate Affairs & Strategy and he should be considered a key stakeholder for feedback and performance reviews

8 DECISION MAKING AUTHORITY

In line with responsibilities of the role

9 REPORT PREPARATION

Frequent reports for discussion at local, ExCo or Board level

10 HEALTH & SAFETY

- All staff are responsible for complying with rules and regulations governing employment by the PLA and are obliged to assist the PLA to comply with all statutory and regulatory provisions, including a duty of care for their own health and that of others.
- You will be tested for alcohol and drugs in all cases where you have had any involvement in a workplace accident or in any incident that has caused or could have caused a danger to health or safety. Testing will also be carried out where management has grounds to believe or suspect that you may be under the influence of alcohol or drugs. This is known as 'for cause' drug or alcohol testing.
- Random alcohol and drug testing will be carried out on all members of staff.

11 AUTHORISATION DETAILS

Prepared By _____ Date _____

Authorised By _____ Date _____

12 JOB HOLDERS RECEIPT

Name _____ Date _____

Signed _____ Date _____