

Position details form

1. Identifying information.			
Directorate:	Marketing		
Position name:	Analyst	Numbers of this position:	1
Where located: e.g. N, M, S, W&W	National		
Acceptable reporting bases:	Watford / Hatton – preferable.		
<p>2. Level of similarity to existing positions. State here if the position is identical to or similar to an existing position. Provide the current position name and Performance & Capability Profile that applies. State below any significant modification to the existing position.</p> <p>New Position</p>			
<p>3. Overall purpose of the position. What the position is required to achieve and where it fits into the overall business strategy in terms of contributions. What wouldn't get done if this position didn't exist? Provide data and analysis to all the Boating teams (enforcement, moorings and trade) to enable them to efficiently manage and monitor their processes.</p>			
<p>4. A list of key responsibilities. Key responsibilities that fall within the remit of this position in achieving the above. Ideally between 5 and 8 key responsibilities.</p> <ul style="list-style-type: none"> • Report income and expenditure against plans and provide analysis where variations occur • Review sightings data and identify to the enforcement teams which boats are not complying with the continuous mooring guidelines. • Produce monthly report on performance and progress against agreed targets – in both summary and detailed levels. • Take responsibility for boating business data and monitor and report on data accuracy and quality within the appropriate applications. • Create macro's and processes (as required) to enable boating staff to self monitor against preset targets. • Respond to specific 'one off' requests for reports or analysis. 			
<p>5. Where it fits into the structure.</p> <p>Reports to the National Enforcement Manager but has strong links to the National Moorings Manager and the Trade Manager. No direct line responsibilities.</p>			
<p>6. Required capabilities: qualifications, skills, experience, personal qualities.</p> <p>High level of computer literacy, including knowledge of appropriate business software and systems and SAP. Requires high level Excel knowledge, including the ability to produce pivot tables, look ups and embedded macro's.</p> <p>Knowledge of British Waterways' enforcement procedures, bye-laws and boat licensing terms and conditions, in particular regard to the continuous cruisers guidelines.</p> <p>Ability to deal with complex issues communicate effectively within the team</p> <p>This role requires excellent team working skills, a logical thinker with a positive 'can do' attitude.</p>			