

Analyst, Maritime

Role Description:

- This role provides support to the Performance Information and Analytics (PIA) team in relation to Maritime reporting, analysis and the coordination of the requirements of the wider business.
- Acts as a subject matter expert for Maritime Reporting & Analytics, providing support to all Maritime functions and the wider business through insightful reporting, analysis and commentary.
- Supports Maritime and the wider business with Reporting and Forecasting query resolution
- Provides ad-hoc CUK analysis and insights to support business decision making
- Partners with the wider Maritime Community to ensure clarity of Reporting deadlines, deliverables and accountabilities

RUI:	1126	Grade:	DBS check required	Not Applicable
Directorate:	Maritime	Reports to:	Manager, Performance Information and Analytics	
Function:	Maritime	Team:	Performance Information and Analytics	
Direct reports :	No Direct Reports			

Accountabilities

- Prepare, maintain and communicate monthly HESS and operational Business Performance Review MI pack to senior Maritime stakeholders and the wider business as necessary, ensuring clarity of deadlines and deliverables
- Assist the PIA analysts to complete scheduled reporting to Maritime teams on time, ensuring accuracy, integrity and compliance with agreed standards.
- Assist in the preparation of consolidated commentaries to summarise key drivers of results and performance.
- Support with interpreting and designing performance management reports and query resolution, providing subject matter expertise to Maritime and the wider business.
- Provide ad-hoc CUK analysis and insights to support business decision making, working closely with Maritime business partners to share insight and support the business.
- Plan and prioritise to ensure sufficient time for review with MLT, FLT and managers as appropriate, in line with PIA schedule.
- Support and provide cover for PIA and the wider Continuous Improvement team.
- Propose and implement continuous improvements within your area, including suggesting improvements to the functionality and capability of reporting processes and systems, together with opportunities to standardise reporting and analytics in Maritime.
- Support wider PIA initiatives and projects, including operational readiness, ship access management and data governance.

Health, Environment, Safety, Security (HESS) Responsibilities

- Lead by example by taking care of the health and safety of you and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Appoint shore side risk assessment Subject Matter Experts as required to review and approve risk assessments
- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our safety leadership behaviours

General Responsibilities

Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive).

To undertake ad hoc duties as required.

Scope:

Problem solving:

- Uses a variety of tools and methods to identify and recognise problems, escalating to management accordingly
- Supports in solving problems, making recommendations and applying own subject matter expert knowledge
- Presents findings & makes recommendations in a clear & concise way
- Process Development – takes existing processes and proposes enhancement solutions, improving efficiency, control, visibility and insight
- Takes ownership of agreed solutions and puts these into practice in line with expectations, following through to completion
- Supports performance discussions by demonstrating awareness of risks and opportunities
- Liaises with and considers corporate policies, CUK policies and accounting rules in problem solving. Consults with relevant subject matter experts

Impact:

- Adopts an inquisitive approach, showing an interest in the wider business
- Plans how to approach situations e.g. meetings and reviews, to make change happen
- Supports change – contributes to efficiency improvements, processes and system improvements in order to deliver greater efficiencies and implement change
- Builds relationships with stakeholders, tailoring approach to different audiences
- Delivers clear, accurate and timely reporting to enable insight and decision making, with emphasis on being right first time
- Responsive in a timely manner to ad-hoc requirements from the business and senior management

Leadership:

- No Direct reports
- Takes responsibility for own performance and personal development

Demonstrable Behaviours:

Self Mastery

Is direct, truthful and widely trusted. Reflects on how their approach & behaviour impacts others. Learns from experience, feedback & takes action to continuously improve. Faces difficult issues and provides support and feedback to others to do the same.

Improve & Innovate

Makes progress & remains calm when facing uncertain situations. Seeks to understand both internal and external customer needs to inform actions. Identifies & implements useful ideas that are new, better and enhance guest or people experience. Takes creative ideas then puts them into practice.

Engage & Empower

Invites input & shares ownership and visibility. Seeks to understand different perspectives and cultures. Treats everyone as an individual, safeguards colleagues and teams Wellbeing. Coaches others & creates an environment where people do their best work.

Accountability & Commerciality

Displays a can do attitude in good and bad times. Follows through on commitments. Takes personal responsibility for decisions, actions and failures. Seeks to understand the commercial impact when making decisions.

Inspire & Achieve

Seeks to makes sense of complex situations. Keeps an eye on the future and identifies the impact on team. Communicates with energy and engages the team. Shows a clear connection between company goals and individual's aspirations & targets

Knowledge, Experience and Qualifications required:				
Qualifications – essential: <ul style="list-style-type: none"> • A level or equivalent in a relevant subject 		Qualifications – desirable: <ul style="list-style-type: none"> • Educated to degree level 		
Knowledge/ Experience – essential: <ul style="list-style-type: none"> • Competent with Microsoft Office • Experience in performance dashboards and planning • Self-motivated – delivers consistent performance • Clear and concise communicator – excellent verbal and written communication skills • Resilient – ability to work under pressure and meet deadlines • Control focus – self reviews own work 		Knowledge/ Experience – desirable: <ul style="list-style-type: none"> • Experience in a reporting and analytics focused role. • Knowledge of Data visualization tools • Advanced Excel skills 		
Issue Date:	26 th May 2021	Issued by:	Sharon Rose – Manager, PIA	
REWARD ONLY	Grade: CUK10	RUI: 1126	Date Approved: 07/06/2021	Initials: AW