## Job title
Strategy Analyst

## Job family
Policy & Strategy

### Band
C

### Job purpose
To support other key members, across a range of divisional and cross-divisional project teams, with analysis in order to deliver the BBC’s and the division’s strategy and policy objectives.

### Key responsibilities and accountabilities
- Participating on cross-divisional project teams on major strategic and policy issues.
- Providing ongoing analysis of media markets (competitors, audiences) and/or the political and regulatory environment as well as the BBC’s role, activities and performance in those markets.
- Assist in the quarterly reporting cycle through contribution to, or ownership of a divisional performance report.
- Producing high quality research and analysis based on clear briefs.
- Preparing short reports/summaries/papers. May also prepare elements or drafts of longer reports.
- Tracking key market data and analysis of trends and consequences.
- Providing ad-hoc support to Strategy Managers, Heads, Controllers and the Director of Strategy.

### Knowledge, skills, training and experience

#### Essential
- Significant experience of working within a complex organisation or a company operating in a highly regulated sector.
- Educated to degree level or equivalent preferably in economics, or business management or have substantive work experience in area of specialism.
- Knowledge and/or experience of or a keen interest in the media/broadcasting sector.
- Sensitivity to the aims of the BBC and its unique obligations as a public service broadcaster and in the wider broadcasting environment.
- Experience of presenting ideas in a variety of formats for different audiences including written papers/reports and...
presentations.
- Experience of using spreadsheet packages, databases and/or presentation packages.
- Experience of strategic problem solving tools & techniques.
- Substantial experience of data analysis, having a good knowledge of relevant tools and methodologies, in order to collect, manipulate and interpret data from a range of sources.
- Ability to prioritise and manage time effectively. Managing deadlines and conflicting demands. Using initiative and external thinking to resolve day-to-day problems.

Job impact

Financial: No budgetary responsibility

Reports: No line reports

Other: N/A

Other information

For Reward team use only

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Support</th>
</tr>
</thead>
</table>

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Competencies

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies:

**Strategic thinking** – able to identify a vision along with the plans which need to be implemented to meet the end goal, evaluating situations, decisions and issues in the short, medium and long term.

**Analytical thinking** - able to simplify complex problems, processes or projects into component parts explore and evaluate them systematically.
Collaborating across boundaries – challenges systems, processes and people that block collaboration, connects people, ideas, processes and issues, sets an example by sharing resources, knowledge ideas and skills across the organisation, builds helpful, productive relationships across the organisation.

Communication - able to get one’s message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

Influencing and persuading - able to present sound and well reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

Managing relationships and team working - able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

Resilience - manages personal effectiveness by managing emotions in the face of pressure, set backs or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.

Flexibility - adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one’s own organisation or job requirements.