

PPL Job Description

Title: Analyst

Reports to: Consultant / Senior Consultant / Principal Consultant

1 Role purpose

To work proactively as part of the PPL team with responsibility for supporting business development and delivery on behalf of the organisation and its clients. This will entail:

- Analysing, co-designing, and supporting implementation of business and organisational strategies
- Setting up, supporting and evaluating client and internal programmes, projects and resources
- Developing existing and new client relationships
- Building internal and client materials, products, resources and capacity for transformational change
- Delivering high-quality, sustainable outcomes

2 Key responsibilities

A) Business Development To support the development of PPL's core business areas by:

- Maximising key client interactions on behalf of PPL
- Supporting the development of PPL's product and market offerings
- Supporting the development of new business opportunities, through to contract award
- Supporting PPL's overall annual business and strategic planning processes
- Owning and delivering assigned elements of PPL's strategic and business plans

B) Strategic Development

To work in partnership with assigned clients and partner organisations on their overall strategic development by:

- Baselining and benchmarking existing organisational structures, processes and systems
- Identifying and documenting business requirements, analysing opportunities, issues and risks
- Undertaking gap analysis, prioritising development activity
- Identifying resource requirements, providing appropriate support
- Developing the business case for change, costs and benefits
- Developing and sharing subject matter expertise, including in innovation and organisational change
- Supporting and evaluating delivery of strategic objectives, using approved methodologies

C) Programme and Project Delivery

To deliver assigned programmes and projects on time and on budget by:

- Defining and working to agreed programme and project plans
- Consolidating activity and defining clear work packages and deliverables
- Managing scope, quality, risks, issues, budgets, and resources within assigned areas
- Ensuring effective documentation and quality assurance of deliverables
- Working with client, PPL and partner resources, helping to create an effective team
- Supporting benefits identification and realisation

D) Resource Management To support the deployment of PPL's human and financial resources as part of the overall team, by:

- Ensuring compliance with agreed PPL policies and procedures

- Supporting the realisation of PPL’s values, on both an individual and organisational level

3 Competencies

Analyst Target Level: Foundation

<p>A. Communication and Impact</p> <p>The ability to communicate openly, clearly, and confidently, in speaking, formal presentation and writing; adapting style to the audience, actively listening and responding with empathy to others; engaging and influencing both individuals and groups; all with the aim of developing and supporting agreed and commonly understood perspectives and outcomes.</p>	<p>Foundation</p> <ul style="list-style-type: none"> • Establishes good interpersonal relationships with immediate colleagues and contacts. • Produces high quality written outputs with minimal editing and direction, which help shape and set the business agenda. • Successfully advocates own perspectives, effectively influencing the general direction and outcome of key business discussions.
<p>B. Leadership and Management</p> <p>The ability to establish and secure collective buy-in to a vision and strategy for an organisation or group; to take personal responsibility for effecting that vision; and, through a combination of personal and professional integrity, credibility and managerial skills, to support and develop others in enabling successful development and delivery.</p>	<p>Foundation</p> <ul style="list-style-type: none"> • Takes ownership of and establishes clear objectives for assigned areas of responsibility, based on overall strategic direction. • Provides direction to and accepts direction from others, positively and collaboratively, supporting the understanding and realisation of collective goals. • Successfully manages delivery of assigned work packages, working as part of a team. • Takes personal responsibility for evaluating the successes and the lessons learned from assigned activities, proposing and leading on future improvements.
<p>C. Customer Focus</p> <p>The ability to understand, meet and exceed customer expectations; applying existing experience and structured approaches in a creative and flexible way; and through this delivering an excellent service and sustainable, value-adding outcomes aligned to the customer need.</p>	<p>Foundation</p> <ul style="list-style-type: none"> • Develops solutions which address specific customer requirements, identifying and managing associated risks and issues, and maximising value to the customer. • Demonstrates clear understanding of different business models, including market, financial and statutory drivers, and how they relate to specific organisations. • Adapts to the needs of customer organisations and individual clients, ensuring that services are provided in a way which supports, engages, and delivers effectively for the customer.
<p>D. Delivering Change</p> <p>The ability to understand and baseline the ways in which organisations work, developing comprehensive people, process and technology improvements, and successfully transitioning these into reality.</p>	<p>Foundation</p> <ul style="list-style-type: none"> • Breaks down business scenarios into clearly defined processes, understanding the stakeholders, systems, interdependencies, and key decision points. • Proposes clear, evidence-based options for improvement building on current processes, and secures customer buy-in to the proposed change. • Creates effective documentation which details both as-is and to-be solutions, including clear process and technical specifications, gap analysis and transition plans.