L&Q Group

|  |  |  |  |
| --- | --- | --- | --- |
| Role title | Research & Strategy Analyst | Date | 29/11/2017 |
| Reports to Title | Research & Strategy Manager | Version | 2 |
| **Responsibility for End Results** |
| Purpose:In support of strategic objectives, to conduct market research and analysis, develop new products and coordinate implementation working collaboratively with the rest of the business |
| Key Responsibilities / Deliverables: |
| **Main Accountabilities:** List in order of priority, the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%.  | ***Time******(%)*** |
| To undertake research in to relevant markets, identifying trends, providing market commentary and analysis and developing new products where appropriate. Assess and advise on policy changes having regard for their impact on the wider business and Trust’s values and culture at all times.  | 25% |
| To support and where required, act as project lead through the management of internal and external resources to ensure delivery of research projects, policy reviews and new products in accordance with agreed business objectives and appropriate governance tools. Regularly assess the performance of business portfolios using standard analysis, providing accurate reports as required.  | 25% |
| To prepare and present complex reports and proposals to senior staff and external stakeholders as required | 20% |
| Work collaboratively with others across the Trust supporting the team’s objectives and ensuring the highest levels of customer service at all time.  | 10% |
| Develop and influence relationships with key stakeholders and partners, promoting the reputation and values of the Trust.  | 5% |
| Ensure compliance of areas controlled in respect of governance and adherence to relevant statutory and regulatory provisions. | 5% |
| Maintain the necessary relevant Trust records and systems. | 5% |
| Manage risks associated with areas under the jobholder’s control. | 5% |

|  |
| --- |
| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. |
| None |
| **People Responsibility:** Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range.  |
|  | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | 0 | 0 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities:Will be required to occasionally directly manage external service providers and frequently lead and manage internal project teams  |
| **Knowledge, Skills and Abilities** |
| Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications.  |
|  1. Experience of developing and implementing market products through research and analysis processes in a large customer facing environment. – **Essential**. Housing Sector – **Desirable.**  |
| 2. Strong communication skills, able to produce quality materials and deliver at the highest level – **Essential.**  |
| 3. Experience of undertaking qualitative or quantitative market research and analysis on own or as part of project team, or similar experience – **Essential**. Housing sector - **Desirable** |
| 4. Able to demonstrate a collaborative approach to working with others, developing and influencing relationships with stakeholders **– Essential** |
| 5. Able to demonstrate good financial acumen and associated risk at the highest level **– Essential** |
| 6. Able to demonstrate strong organisational and project planning skills**- Essential** |
| 7. Degree educated or Higher National Qualification in relevant area - **Desirable** or demonstrable experience in relevant environment -**Essential**. |
| 8. MS Office **– Essential.** GIS experience - **Desirable** |
| **L&Q Values** |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions. |
| **People** |
| * We care about the happiness and wellbeing of our customers and employees
 |
| **Passion** |
| * We approach everything with energy, drive, determination and enthusiasm
 |
| **Inclusion** |
| * We draw strength from our differences and work collaboratively
 |
| **Responsibility** |
| * We own problems and deliver effective, lasting solutions
 |
| **Impact** |
| * We measure what we do by the difference we make
 |
| **Other**  |
| * Commit to supporting L&Q’s environmental policy and social mission
* I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks
 |