

## **Business Performance Analyst**

**Location: London**

**18month Fixed Term Contract**

**Salary: Circa £33,000 per annum pro rata**

**Closing date: Midnight 13<sup>th</sup> March 2019**



### **Business Reporting Analyst – The Role**

This is a new role and a unique opportunity to make your mark in a dynamic global organisation that is working to move the world to support animals.

Join us and you will support the development and performance monitoring of our business plans and help bring about a world where animals live free from suffering.

Important will be the ability to develop metrics and analyses that will enable meaningful performance reporting.

You will agree and implement procedures to collect information from the organisation, and take responsibility for the extraction, analysis and transformation of data to produce reports and insights that allow timely, data-driven decision-making.

You will identify gaps in current data collection and analysis and develop more effective approaches. You will also develop and maintain systems for recording business data, conduct benchmarking initiatives and maintain an awareness of insights that would be usefully be shared.

### **Business Reporting Analyst – Requirements**

- Extensive knowledge of Business Intelligence tools and software used to manage and analyse data.
- Able to communicate messages from data in easily understood visualisations, infographics, and charts.
- Experience of designing and preparing performance summary and trend reports
- Excellent planning, project management and organisational skills; superb attention to detail.
- Ideally a bachelor's degree in a numerate discipline – preferably in Business, Economics, Finance, or Management Information Systems, Computer Science or similar.

### **How to Apply**

If you want to be part of our dynamic organisation and help us move the world to protect animals then please send us a copy of your CV, salary expectation and cover/motivation letters addressing your skills and experience relative to the role to

[recruitment@worldanimalprotection.org](mailto:recruitment@worldanimalprotection.org)

Due to the large volume of applications that we receive, we will not be acknowledging receipt of your application. If you do not hear from us within 3 weeks of the closing date, please consider your application as unsuccessful.

World Animal Protection is an equal opportunity employer and committed to providing equal opportunities for everyone regardless of their background.

The successful candidate must have permission to work in the position location.

### **Who are we?**

We are World Animal Protection.

For over 50 years we have moved the world to protect animals.

We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

We stop the exploitation of wild animals for entertainment and profit. We protect pets and working animals in communities across the globe. We campaign for better farm animal welfare and fight against factory farming. We also help animals when disaster strikes.

Our vision is a world where animals live free from suffering. We are working to help people to see how important animals are to all of us.

**We are determined to influence decision makers to put animals on the global agenda and inspire people to change animals' lives for the better. Today we're working on projects to end animal suffering by helping governments and communities to protect and care for their animals.**

### **Why Work for us?**

We move the world to protect animals globally but there are many other reasons to join our organisation. We are a truly global organisation with offices in Australia, Brazil, Canada, China, Costa Rica, Denmark, India, Kenya, the Netherlands, New Zealand, Sweden, Thailand, UK and USA. We employ over 380 people globally covering campaigns, media, fundraising, operations, finance, administration and human resources.

As well as competitive employee benefits we want our employees to grow with us and build their careers within World Animal Protection and therefore encourage internal applications. We have a strong track record of offering existing staff promotions as well as secondments and position changes within the organisation.

## Job Description



### Business Reporting Analyst

**We are** World Animal Protection.

**We end** the needless suffering of animals.

**We influence** decision makers to put animals on the global agenda.

**We help** the world see how important animals are to all of us.

**We inspire** people to change animals' lives for the better.

**We move** the world to protect animals.

World Animal Protection is a truly global organisation, working in over 50 countries across the world, with offices in every continent. Our vision is a world where animals live free from suffering. We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

**Job Title:** Business Reporting Analyst

**Location:** London

**Reports to:** Global Head of Business Planning

**\*Technical/Professional Accountability to:** n/a

**Reportees:** none

**\*Technical/Professional Reports:** n/a

**Budget holder:** No

**Global/Local!:** Global

#### Main Purpose of the role

World Animal Protection introduced business planning as a function in 2017, to ensure more robust alignment to strategy across the organisation and to improve each country's contribution to delivering our global strategic objectives.

The Business Reporting Analyst is a new role that will support the development and performance monitoring of our business plans, and is responsible for the extraction, analysis and transformation of data to produce reports and insights that allow timely, data-driven decision-making.

#### Accountabilities

- Agree and implement procedures to collect data and information from International departments and country offices.
- Provision of rigorous analysis and evidence to support and inform business planning and decision-making.
- Identify gaps in current data collection and analysis and develop more effective approaches.

- Regular and timely production of reports and dashboards to track the performance of business plans and strategic initiatives.
- The role holder will comply with the organisation's policies and procedures.

## **Duties and Responsibilities**

### **Functional**

- Coordinate with International departments - Finance, Fundraising, Programmes, Communications - and country offices to agree procedures and collect data and information.
- Develop and maintain systems for recording business data.
- Assemble and analyse data for business reports, make sure data and calculations are accurate.
- Design and develop metrics, reports and analyses.
- Develop and produce reports and data visualisation to identify and highlight trends and patterns.
- Support the development and monitoring of business plans and strategic initiatives.
- Maintain an awareness of insights that would be usefully be shared.
- Support marketing research by advising on approach and analysis of data.
- Conduct benchmarking initiatives, where these will provide World Animal Protection with useful insight.

### **Organisational responsibilities**

- Delivery of World Animal Protection's Global Strategy across the core themes of Mission, Movement & Transformation in a global, matrix environment.
- Work cooperatively with external organisations, teams within World Animal Protection and in the wider animal welfare movement to pursue programme objectives and wider organisational goals, including those relating to brand, communications, fundraising and resource management.
- Actively participate in building our brand and maintain the integrity of our brand to support our profile, lead generation, income and engagement.
- Help secure resources (income) and reach (people and partnerships) by actively contributing to our supporter relationships, fundraising, communications, and donor reporting.
- Actively participate and support the organisation to ensure that we manage our resources (financial, staff and IT) efficiently and effectively by improvement of systems, reporting and compliance.
- Contribute to a learning culture and create a positive working environment for staff.
- The role holder will from time to time be required to undertake any other duties that are within the scope of this role.
- Take responsibility for their own health, safety and welfare, comply with H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.
- The post holder may be required to travel internationally to provide support or participate in World Animal Protection's activities as and when required.

## **Skills and Experience**

### ***Essential***

- Extensive knowledge of Business Intelligence tools and software used to manage and analyse data.
- Strong ability to communicate messages from data in easily understood visualisations, infographics, and charts.

- Experience of designing and preparing performance summary and trend reports.
- A positive, collaborative and solution-focused approach, always prioritising work in line with strategic objectives.
- Excellent planning, project management and organisational skills; superb attention to detail.
- Strong verbal communication and listening skills, with the ability to interpret requirements and build data-driven solutions.
- Able to present complex analysis in plain English to non-technical staff.
- Strong analytical and critical thinking skills.
- Experience of working in a multi-national environment is desirable.

### **Qualifications**

- A bachelor's degree in a numerate discipline – preferably in Business, Finance, or Management Information Systems, Computer Science or similar, or equivalent relevant experience gained within a similar role.

Last reviewed/updated: 11/01/2019

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\*World Animal Protection operates in a matrix environment. This means we routinely work with colleagues from different locations, business units and cultures in cross-functional and virtual teams.

<sup>1</sup>A **global role** works across geographic boundaries with a remit to enable the delivery of strategic organisational activity across the world, providing direct input and support at a local level as required. A **local role** is primarily focussed on the delivery of strategic organisational activity within a country or location, providing information and input to global strategy and directions as required.