

Job title	Business Analyst Degree Apprentice
Team	Finance
Reports to	Head of Finance
Location	Operations
Remote Working	Category A – In Port

Role Summary

Help us to make data-driven decisions, through compiling key operating information, which will create greater insight into opportunities for improvement. Follow up on and proactively seek out opportunities for changes to systems and processes and support the implementation of improved, new ways of working through digitisation.

Support the smooth implementation of a new bespoke stock control and cargo tracking system, which will unlock efficiencies in how we run our operations; and eliminate waste (reducing/removing paper-based processes).

Help to drive continuous improvement through thoughtfully collaborating with others and bringing them on the journey with you.

Creating a culture across the Port of being technologically savvy.

Key tasks and responsibilities

- Lead on assessing and streamlining internal processes, to improve the overall efficiency of the Port.
- Support further steps towards digitalisation of key processes and outdated systems.
- Build resilience on our systems and support development of our business continuity plans.
- Join the project team working on the transition to our new bespoke cargo tracking software – ‘ShoreTrace’. Collaborating with a range of colleagues/teams across the Port to ensure we don’t compromise live operations and maximise the benefits of the change.
- Once ‘ShoreTrace’ is in place, use this new software to compile charts, tables and other elements of data visualisation – helping to highlight opportunities for improvement.
- Support the creation and production of an operational dashboard – enabling greater use of metrics to provide insights into performance that are easy to interpret and can be visible to multiple stakeholders.
- Collecting and analysing market research to understand trends and how they impact and inform business decisions, aligning this with customer needs.
- Any other duties as requested.

Key skills/Person specification

- Numerate and appreciative of the power of data to drive decision making.
- Enthusiastic, logical thinker who is willing to question and challenge established processes.
- Ability to communicate effectively and influence at different levels of the organisation, forming strong working relationships.

- IT fluent with strong Power-BI skills and the use of dashboards.
- Ability to innovate and implement – combining analytical perspectives with a pragmatic approach.
- Confident energising new projects whilst also ensuring thorough and timely completion.
- At ease presenting to both internal and external audiences.
- Previous experience in a related sector desirable but not essential – operations production or manufacturing.

All Home Safe and Well Daily

- Highlight unsafe behaviours and conditions to ensure we **all go home safe and well daily**.
- Follow the training and guidance provided and only undertake tasks you are competent to do.
- Ensure you understand the processes you are asked to follow.
- Ensure you understand how to use any equipment provided, how to store/maintain it and when to raise an issue with it.
- Actively participate in your team, making suggestions on how we can improve the way we work.
- Report all accidents and near misses so they can be investigated and acted upon.

Our Values

