

JOB DESCRIPTION

JOB DETAILS			
Job Title:	Business Analyst	Location	Aberdeen
Reporting Line:	Market Intelligence Manager – Upstream Policy	Date:	May 2019
Team:	Upstream Policy	Closing Date:	28th June 2019
Industry & Corporate Objectives			
<p>Industry Objectives:</p> <ul style="list-style-type: none"> To encourage a competitive business environment which enables the safe maximisation of economic recovery across the UKCS; To deliver an enduring future for the UK's oil and gas industry, in line with Vision 2035; To manage regulatory and societal pressures, which have the potential to affect industry's licence to operate; To protect and champion the positive profile and reputation of the industry, positioning the industry at the heart of the energy transition. <p>Corporate Objectives:</p> <ul style="list-style-type: none"> To provide attractive, valued and robust ways for members to engage on areas of common interest; To operate and sustain a long-term business model which adapts and evolves in response to the business environment; To make OGUK an attractive and engaging place to work. 			
Team Purpose and Objectives			
<ul style="list-style-type: none"> The role of the Market Intelligence team is to: <ul style="list-style-type: none"> Develop excellence in research and analytic capability, along with industry business performance reporting. Help the organisation to provide strategic business and technical leadership and subject matter expertise to a pre-eminent level, ensuring appropriate focus on opportunities, that risks are managed, and best practice shared across the Industry. Ensure that Oil & Gas UK continues to provide stimulating insight into business performance and delivery. 			
Job Purpose			
<ul style="list-style-type: none"> To provide market intelligence, analysis and insight on the energy industry in the UK, preparing reports and insights commissioned by the teams within Oil & Gas UK; Responding in a timely and professional manner to meet the needs of the business; Working with policy managers within Oil & Gas UK's teams to provide project support across Oil & Gas UK's priority areas. 			
Job Dimensions			
Budgetary Responsibility:	N/A		
Team Size:	Within a team of six to eight across Aberdeen and London		
Stakeholders:	CEO / Team / Colleagues / Forums / Networks / Working Groups. Member companies, HM Treasury / OGA / BEIS / Ofgem / EU / Commission		
Key Accountabilities:			
<ul style="list-style-type: none"> To work effectively, and interchangeably, with other business advisers in the company to contribute to a group which provides new thinking on how to address the issues and challenges arising from Oil & Gas UK's diversity of stakeholders and activities; Initiate analysis, provide insight and presentations on the energy industry in the UK developing relevant professional skills to service the needs of the teams; Undertake fundamental research and actively share insight with teams, members and key stakeholders, working with other business advisors to develop a portfolio of relevant sectoral and supply chain data; Build relationships with key internal and external contacts through establishing regular contact and networking. 			

- Undertake projects, including facilitating and reporting on meetings and driving progress of deliverables, as may be required, in line with business priorities and the incumbent's skills, knowledge, abilities and personal development opportunities;
- Production of the agreed portfolio of reports, insights and technical papers as agreed with the Market Intelligence manager and relevant directors / teams;
- Ensure data and information are managed effectively, efficiently and securely with appropriate access across Oil & Gas UK;
- Advise on industry performance and delivery, liaising closely with the technical professionals and subject matter experts to address all aspects of the business.

For information:

- The market intelligence skills pool of Business analysts will be embedded within the organisation through:
 - Hard reporting lines to the Market Intelligence Manager
 - Dotted reporting lines to the different policy directors
 - Business advisors will be connected to and work closely with the appropriate policy directors, depending on what work is required throughout the year

Knowledge, Skills, Experience: (includes technical skills, professional qualifications and competencies)

- Minimum of a 2:1 honours degree in a business, economics, mathematical or engineering related degree;
- Ability to prepare, analyse and present complex information in an effective and timely manner;
- Good communicator with oral and written fluency to match;
- Interest and ability to acquire knowledge of the industry dynamics policy framework and the regulatory, fiscal, licensing regime governing the UKCS;
- Energy and ability to work within and across teams, to facilitate effective decision-making and issues-management across Oil & Gas UK;
- Evidence of strong work ethic and awareness of discretion and need to observe confidentiality in all matters.