



Recruitment Pack

BUSINESS ANALYST

This pack will provide you with the information required to assist you with your application.

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1. Job Advert

Creative England invests in talented people and their creative ideas, nurturing our games, TV, film and digital media industries. We are a small national organisation with teams spread across Manchester, Bristol, London and Elstree. This means collaboration, smart working methods and effective internal communication is essential to our performance. . You will contribute to the successful delivery of our strategic priorities and business objectives

Our Business Analyst will focus on collecting and analysing data primarily from our investee businesses, projects and partners and reporting across all company activity, managing the internal flow and exchange of information. Your job will be to analyse the information we collect and support the company to ensure that this information helps to improve our stakeholder engagement, products, services and profile. You will ensure objectives and success measures are monitored and aligned to our business strategy.

The ideal candidate will have strong project management skills, an interest in research and knowledge of how a CRM database works.

This is a great opportunity for a personable and confident communicator with an interest in the creative sector, someone who enjoys developing relationships and has the ability to capture, analyse and present data in a concise way. If you feel you meet the above criteria then we'd love to hear from you!

SALARY: up to £30,000 pa full time* dependent on experience

LOCATION: BRISTOL

CONTRACT: 1 year fixed term renewable *Creative England promotes opportunities for all. We are happy to consider suggestions as to how this role can be carried out through a flexible approach to hours or location.

The logo for Creative England, featuring a stylized, colorful graphic of overlapping circles and shapes in shades of pink, purple, and blue.

Creative England promotes cultural diversity and equal opportunities for all

2. The Package

The salary for this role is up to £30,000 and will be subject to experience. This is initially a 1 year fixed term employee contract with a 4 month probationary period, renewable subject to performance and company planning.

We have lots of perks here at Creative England. In its first year this contract includes 25 days annual leave plus all bank holidays and 5% employer contribution to our pension scheme (after 3 months service). If renewed you will also be eligible for private medical insurance AND Life Assurance.

3. How to Apply

Please apply by CV and cover letter, ensuring that you meet a majority of the criteria set out in the person specification. You should also include the contact details and details of two professional references (preferably emails).

Please email your application to jobs@creativeengland.co.uk OR post (registered only) FAO Caroline Hinds, Director of People & Operations, Creative England, The Greenhouse, Pod 11, 111 Broadway, MediaCityUK, M50 2EQ.

The deadline for applications is 5th September 2018 but we may close earlier dependent on volume of applications so please do forward your CV and cover letter asap!

You will receive an acknowledgement email within a few days. It is company policy to only contact shortlisted candidates, we do not provide feedback at application stage. First interviews will be held on **12th September 2018** in our Bristol office. Our top candidates will then be invited to meet our CEO w/c 17th or 24th September 2018 before a final decision is made.

Creative England is committed to ensuring personal data is processed in line with GDPR. If you would like further information relating to our Data Protection policies for job applicants please direct your request to the Director of People & Ops.



4. About Creative England

OUR VISION

We are an Investor, an Influencer and a Creator; driving diverse creative collaboration and growth.

Our mission is for England's creative businesses and talent to be the most successful and innovative in the world: a platform for new voices, building economic growth that benefits our nation

OUR VALUES

Our values and behaviours are at the heart of Creative England and how we do things is just as important as what we do.

Being part of Creative England means being proud of what we are here to achieve. Sharing a set of values which underpin our work gives us a unique character and culture. Our people will;

- ✓ Foster the best
- ✓ Be brave and take risks
- ✓ Make it personal
- ✓ Bring imagination to life
- ✓ Join the dots and make it happen
- ✓ Think differently and blaze a trail

If these strike a chord, then Creative England wants to hear from you!

ADDITIONAL INFO

Creative England is dedicated to the growth of the creative industries.

We invest in talented people and their creative ideas, nurturing our richly diverse games, TV, film and digital media industries. From direct investment and soft loans to business mentoring; we champion the best ideas of talented people and their businesses.

We mobilise public and private resources to garner as much support and investment for the creative industries as possible. We work with a wide range of partners and investors from commercial brands and companies such as Google, Facebook and KPMG to local authorities, cultural bodies and universities, national government, and the European Commission.



4. About Creative England

What we do

- Grow talent and businesses
- Address market failure and raise ambition
- Build the right climate for creative industries to thrive

Why we do it

- Because England's creative businesses are already a big success.
- They generate jobs, profile and value. They drive innovation. We can help raise their ambition further .
- But some are under-capitalised and under-skilled. They need better access to mentoring, infrastructure, business planning, finance, markets, new ideas and wider networks.
- Because there is a damaging inequality of access to these things between London and the rest of the country, talent is wasted, opportunities are lost. We believe London's world position should benefit the whole country.

How we do it

- We don't just invest money; we provide a 'money plus' service. We are building strong, long-term relationships with industry and our partners.
- We provide practical support for film and TV production; organise networking and events; provide mentoring, information and business advice.
- We connect and combine local knowledge with national and international reach.
- We help grow talent and businesses
- We help secure a sustainable infrastructure of support for creative companies outside London
- We identify new and expanding markets for creative content
- We promote the creative talent of the English regions to the world
- We champion the economic and cultural contribution of the creative industries

For more information on the company and our activities in other creative sectors:

www.creativeengland.co.uk





5. The Role

MAIN AREAS OF RESPONSIBILITY

Manage effective company-wide monitoring and evaluation systems and procedures to ensure the right information and data is collected, communicated to the relevant audiences and compliant with funding requirements.

Develop strong working relationships across teams; using your first few months in the role to gain an in-depth understanding of programme objectives, end results and corporate culture

Develop a strong working relationship with the senior leadership team, understanding business strategy, supporting methods to translate the 'bigger picture' to teams

Provide relevant and timely reports, information and data to SLT, ensuring KPIs are measured, trends are identified and successes and failures are analysed in order to inform strategic planning.

Analyse data and interpret and communicate this to improve and develop Creative England's products, services and operational effectiveness.

Analyse data against external sector research, data and methodology; to help identify industry trends and business development opportunity for our products and services.

Provide relevant and timely information to the delivery teams, funders and other relevant audiences as needed and appropriate.

Work closely with the Public Affairs team; developing case study research and analysis of our services which can be referenced in our Public Policy work

Identify where external support/research is required; Project managing research projects undertaken internally or by suppliers or key stakeholders





5. The Role

MAIN AREAS OF RESPONSIBILITY

Oversee programme evaluation and monitoring and use this to advise and recommend tools and strategies to increase programme performances and results

Review the core information needs of management on an annual basis, and analyse, interpret and report the results

Oversee our investment processes, procedures and policies. Working closely with the Awards Coordinator to ensure information is shared and collated across teams

Line Manage the Awards Coordinator, ensuring Investment Committee meetings are managed, run and recorded in accordance with process

Manage the continual development of the CRM liaising and managing the relationship with our external supplier; working closely with the Awards Coordinator to ensure system capabilities are in line with company need.

Support company FOI, GDPR and complaints processes, working closely with the Director of People & Ops

Undertake any ad-hoc projects as required by the management team.

All staff must develop Creative England's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.



6. Person Specification

- ✓ Knowledge and experience of monitoring and evaluation systems
- ✓ A good understanding of information technology (Experience using a CRM or similar preferred)
- ✓ Analytical; able to evaluate evidence-based internal and external information and data to inform decision-making
- ✓ A strong interest in business and business development (Experience in the creative and/ or public policy sector preferred)
- ✓ Confidence in managing internal comms; able to understand the interactions and relationships between people, processes and tech
- ✓ Must be able to lead meetings, document, and communicate well
- ✓ Knowledge and experience of project planning
- ✓ A passion for creating solutions with a positive attitude to change; experience of developing and implementing policies and procedures.
- ✓ Relationship Management; personable, diligent, proactive, problem-solver

