

## Job Description

**PER-34**

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**Company Name:** VolkerFitzpatrick

**Business Unit:** Core

**Contract No & Name:**

<b>Role:</b>	Business Analyst - Developments	<b>Reports to (Business):</b>	VolkerFitzpatrick
<b>Location:</b>	Hoddesdon	<b>Reports to (Function):</b>	Core
		<b>Current Job Holder:</b>	N/A

### Overall Role Purpose:

A commercially oriented analyst to assist the Volker Fitzpatrick Finance Director and wider Development Team in a number of property and land development projects.

The main focus of the role of the role is to produce high quality information and insight that helps the team secure and deliver identified projects.

This role will be instrumental in the start-up of an exciting new business stream longer term for the VWUK group.

### Key Accountabilities:

(describe the key tasks and responsibilities the job-holder has on an on-going basis)

This is a new role and as such the scope of the role will evolve over time, and this will to some extent be dependent on the capability of the role holder; however it is initially anticipated to include the following key deliverables:

- Conducting research into a number of relevant areas, including markets, products, competitors
- Conducting research into specific sites, including local economy, planning policy, land ownership
- Producing written reports, effectively summarising and interpreting the information obtained
- Implementing effective project management processes, including minutes, actions, issues and risks, decisions, budget and cost control
- Other ad hoc tasks, appropriate to the role and as required by development team, in order to support specific projects
- Some PA / administration tasks as required such as organising meetings and contact/ relationship management both internally and externally

<b>Issue no:</b>	1	<b>Date:</b>	Aug 2011	<b>Parent document:</b>	
<b>Approved for IMS:</b>	IMS Manager	<b>Document owner:</b>	Head of HR	<b>Workspace file:</b>	

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<b>Outcomes:</b> (The on-going end results the role is expected to achieve)
Outcome: High quality research and analysis Measure: Timely, accurate, balanced research reports
Outcome: Efficient and well organised project management processes Measure: Clear project structures, timescales and documentation

<b>Interfaces:</b> Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this.	
<b>Internal Contacts</b>	<b>External Contacts</b>
Finance Director	
Development Director	
Development Teams	

<b>Delegated Authority:</b> (the decisions that the role holder is allowed to make)
n/a
<b>Limits of Financial Authority:</b>
n/a

## Career Path Information

<b>Required Qualifications / Expertise:</b>
<p>The role holder will probably be of graduate calibre with several years of experience, in any one of the in one of the following functional areas: General accounting &amp; finance; financial, commercial or business analysis, engineering and or surveying.</p> <p>Experience of the construction I sector and / or property /land is desirable for the role . Exposure to and experience of managing projects would also be advantageous..</p> <p>Must be logical and numerate with excellent analytical ability</p> <p>Must also be able to communicate well in person, on the phone and in writing, particularly producing high quality reports.</p>

<b>Other Requirements for the Post</b>	
<b>Technical</b>	<b>Behavioural</b>
Project management skills	Highly organised, methodical and meticulous.
Excellent research, analysis and interpretation	Must be able to work to deadlines whilst maintaining an excellent quality of work

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Technical background in either Finance, Surveying or similar	
Excellent report writing skills	Hard worker and conscientious.
	Must be able to learn quickly, and work under own initiative from time to time.
<b>Key behavioural Competencies Required for this Career Level</b>	
	<b>Behavioural</b>
	Able to work and communicate effectively
	Demonstrates Continuous Improvement
	Leads by Example
	HSEQS Without Compromise
	Collaboration & Winning Together
	Integrity & Mutual Respect

### Critical Development Experiences – development and experience to be obtained before moving to the next level:

- What are the key development experiences that a person should obtain at this point in their career that will prepare him or her for the next career step?
- Are there specific stretch assignments that a person should seek at this point in his or her career?
- Are there important roles that a person should obtain at this point in his or her career to prepare him or her for more formal leadership roles?
- What has been found to be crucial to be ready for the next career step?

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