

Supply Chain Analyst

Department: Chief Operating Office

Division: Commercial Services

Reports to: Social Value Lead

JE Reference: COO1015

Grade: 8

Job purpose

Provides supply chain insight for Commercial Services, supporting commercial projects through the research, analysis and interpretation of market, supply chain, risk and internal data

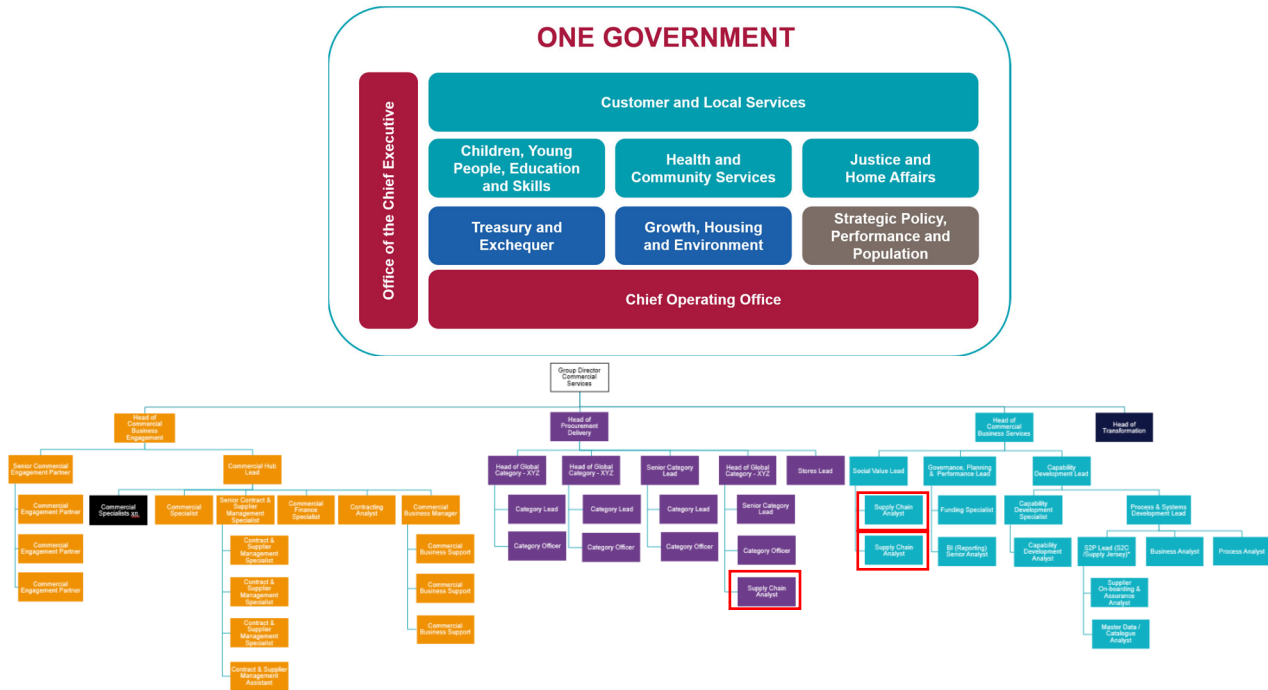
Job specific outcomes

- Provides insight into supply chain performance through robust data analysis and interpretation. Supporting the organisation to identify bottlenecks and capacity issues within supply chains and makes suggestions for improvement in advance of them becoming an issue
- Supports the improvement of ways of working, processes and systems used with the supply chain. Presents the findings to stakeholders within Commercial Services and across GoJ, highlighting the potential benefits to improve commercial capabilities and accelerate change
- Undertakes data analysis to support a wide variety of business projects, maintaining a 'Best Practice' environment through proactive stakeholder engagement and exploring what information and insights mean for the stakeholder
- Provides market and category insights, reviewing internal and external PESTLEE factors to support the team with Category and Commercial Plans, sourcing events and supplier management. Ensures research reflects the nuances of Jersey
- Provides research and analysis that gives the organisation a better understanding of service performance/optimisation, investment improvement, and organisational strategy and awareness
- Supports commercial and supply chain risk management practices. Mapping supply chains and working with stakeholders to develop robust business continuity plans that assure supply to GoJ and enhance supply chain resilience
- Assists the identification of performance and customer journey opportunities, which can be improved through issue root cause analysis or supply chain redesign. Supports the development of actionable plans that lead to improved outcomes

Statutory responsibilities

N/A

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Relevant business degree</p> <p>Up to 2 years equivalent experience in a similar role</p>	
Knowledge	<p>Knowledge of scoping data sources and collating data</p> <p>Knowledge of undertaking data analysis, interpreting the outcomes and drawing conclusions from the results</p> <p>Knowledge of highlighting patterns and trends from data analysis</p>	

	<p>Knowledge of data visualisation techniques</p> <p>Knowledge of evaluating options and making recommendations</p> <p>An understanding of best practice research techniques and methods</p>	
Technical / Work-based Skills	<p>Ability to build robust data and scenario analysis and present findings. Bringing together knowledge of the business context and understanding of the business priorities and objectives with market and supplier insights to increase value to GoJ across the end to end supply chain</p> <p>Ability to identify and manage commercial and supply chain risks. Developing supply chain maps and identifying vulnerabilities within supply chains. Supporting suppliers to develop effective business continuity plans that assure supply to GoJ</p> <p>Analytical reasoning and data analysis to support insight led decision-making. With the ability to interpret and present information</p> <p>Good ability to draw insights from a range of sources and bring them together to gain a representative view for GoJ</p>	
General Skills/Attributes	<p>Demonstrable interpersonal skills, with strong written, collaboration, facilitation, collaboration and creative skills</p> <p>Ability to build credible relationships based on trust, reliability and constructive challenge with stakeholders</p> <p>Ability to manage and prioritise multiple projects, keeping stakeholders informed of progress and escalating any issues as they arise</p> <p>Great ability to use various software packages, including MS Office, reporting suites and supply chain mapping tools</p>	
Experience	<p>Demonstrable experience of identifying and managing commercial and supply chain risks; with a focus on enhancing supply chain resilience to assure supply</p> <p>Experience of applying analytical skills across a range of situations, utilising multiple, complex data sources and concisely presenting the findings to influence decision makers</p>	

	<p>Experience of translating data and presenting findings in informative, written and visual formats. Comfortable coaching others within the team</p> <p>Experience of keeping up to date with market trends, applying this insight to reports</p>	
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.