

INNOVATION UNIT

Creating impact
Reducing inequalities
Transforming systems

Application pack for
Business Analyst - August 2022



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www.innovationunit.org

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NICE TO MEET YOU

[Innovation Unit](#) is a not for profit, social enterprise – this means that, above all else, we are an organisation that is deeply committed to making a positive, social impact in the world.

Our mission is to grow and scale the boldest and best innovations that deliver long term impact for people, address persistent inequalities and transform the systems around them.

We have fifteen years experience of doing this work with ambitious partners in local and central government, schools and hospitals, voluntary and community sector organisations, trusts and foundations.

We are proud of the impact of our projects. We have supported the design of new solutions to complex problems in Children's Services. And we have supported the scaling of innovation across the UK. Most recently we have worked with Greater Manchester to Spread and Scale innovation across the sub-region, including leading on [Scaling No Wrong Door](#). From 2014 to 2020 we were part of a partnership supporting the delivery of the Department for Education's [Children's Social Care Innovation Programme](#), coaching both the design, delivery and scaling of innovation across England. Since 2020 we have been part of the partnership supporting the delivery of the [Strengthening Families, Protecting Children Programme](#), coaching the innovators and adopters of three system wide innovation.

Our team come from a wide variety of professional backgrounds and life experiences – researchers, service designers and programme managers work alongside ex-nurses, occupational therapists, social workers, and central and local government professionals, to design new solutions and take them to scale.

People who work at Innovation Unit share a core set of beliefs about enabling change that is owned and driven by the people it affects. We all work with the tools and methods from our tried and tested [formula for innovation and impact](#). If what you see speaks to your values and experiences, we would like to hear from you.

[Find out more](#) about what it's like to work at Innovation Unit

WHO WE ARE

We hold a bold vision: we want to see a world in which all people belong and contribute to thriving societies. To achieve this vision, we must challenge and change the systems that people who experience disadvantage rely on most.

WHAT WE DO

We grow and scale the boldest and best innovations that deliver long-term impact for people, address persistent inequalities, and transform the systems that surround them.

We do this by coaching leaders and their teams as they introduce difficult changes. And we help build local capability to ensure that new ways of working will be maintained long after our work is complete.

We work closely with people with lived-experience and frontline staff. Together, we dig deep to find root causes of problems, challenge assumptions, design and test new ways of working and help implement change.

We help organisations collaborate with one another and build strong partnerships that can transform a system or a place.

The impact is better outcomes and experiences for vulnerable people and better outcomes for the wider system.

Have a look [here](#) for more information about our work.

[Find out more](#) about what it's like to work at Innovation Unit

EQUITY, DIVERSITY & INCLUSION

WELCOME

We are actively seeking to recruit a diverse pool of talent for the available roles. We would like you to consider applying even if you have some, but not all the experience listed for each of the roles. Most important for us, is that you bring energy, insight, creativity and the determination to grow and scale new solutions to big social challenges.

We put lived experience at the heart of the work we do at Innovation Unit – whether through [co-design](#), [storytelling](#) or [participatory research](#). Most of our work is within the mental health, health, children’s social care, and criminal justice systems. We know that staff members with lived or professional experience of these systems make us stronger, and more capable of creating meaningful impact. We would love to meet you if you do.

We value all forms of diversity as a matter of principle, and because innovation thrives on new perspectives, we want our new team members to help us see entrenched social challenges in new ways. We are committed to becoming an [anti-racist organisation](#), and strongly encourage people of colour to apply. We also welcome applications by candidates from disadvantaged socioeconomic backgrounds, those with disabilities as well as those who identify with any other underrepresented group.

Please get in touch at winnie.armah@innovationunit.org with any questions on our equity, diversity and inclusion policies.

[Find out more](#) about what it’s like to work at Innovation Unit

Business Analyst



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JOB DESCRIPTION

THE DETAIL - Business Analyst

We are looking to attract a Business Analyst to support our Managing Director with IU's organisational development and improvements of key business processes. This is a fantastic developmental opportunity to work across the business and learn how a successful social enterprise operates.

The Business Analyst will be responsible for the following areas of work :

1. Data Analysis

- Extract and analyse data from Salesforce and Kimble such as utilisation data and sales data to create reports and turn the data into easy to digest visuals, graphs and tables.
- Interpret the data to create information and insights.

2. Corporate Processes

- Support the MD to map out core organisational processes to provide clarity on roles, timings, inputs and outputs. Identifying areas for improvement and streamlining wherever possible. This will include consultation with the wider team and supporting the delivery of workshops.

We ask you to comment on the person specification in your application, rather than the job description. We do not expect applicants to have experience in all of the outlined activities: this is intended to give you a sense of the role.

THE DETAIL - Business Analyst

3. Resourcing

- Monitor and report on availability of staff and associate ensuring data is accurate and live to support decision-making around resourcing our innovation projects.
- Creating and maintaining a database of the teams' developmental goals and helping to match them to forthcoming projects
- Work with the team to ensure accurate and timely data input.
- Analyse the allocation data to produce information on both organisational and individual capacity to feed into key Leadership forums.

4. Meeting Support

- Attend key organisational meetings, note actions, take minutes and follow up and ensure all actions are completed.

5. Information/Knowledge Management

- Project manage IM/KM initiatives to link up different organisational resources leading to improvements in better knowledge sharing across and between projects and teams e.g. review and cleanse our corporate shared Drive, archiving old files, refreshing filing structures enabling the team

We ask you to comment on the person specification in your application, rather than the job description. We do not expect applicants to have experience in all of the outlined activities: this is intended to give you a sense of the role.

PERSON SPECIFICATION

PERSONAL ATTRIBUTES

- You will have good interpersonal skills, and will have an ability to to build relationships across the organisation whilst being able to maintain confidentiality
- You will be motivated by the mission and values of Innovation Unit, and will have an interest in social innovation
- You will have a strong interest in business management and to ensuring that the right management systems and structures are in place
- You will be committed to your own learning and development, set development objectives, and invest time in acquiring new skills and knowledge.
- You will be well organised and able to deliver tight deadlines

ABILITIES, SKILLS AND KNOWLEDGE

- Quantitative Data analysis
- Project management
- Process mapping
- Business management
- Visualising concepts

In your cover letter, we ask you to comment on this person specification. This is your opportunity to demonstrate what you can bring to the role. Please address each section.

CONTRACT DETAILS

LOCATION

We have colleagues in London, Edinburgh, Greater Manchester, Yorkshire and places in between. We have office space in London and Manchester. This role requires a combination of working from home, hot desking at one of our offices and visiting clients all over the UK.

SALARY

£25K - £35K p.a. depending on experience

TYPE

12-Month Fixed Term Contract

HOURS

37.5 hours per week, but we are open to part time working

HOLIDAY ENTITLEMENT

27 days holiday plus bank holidays. In addition, we close the office for three days between Christmas and New Year.

REPORTS TO

Our Managing Director

BENEFITS

4% pension contribution
Pension salary exchange scheme
Life cover
Childcare voucher scheme
Cycle scheme
Flexible working

HOW TO APPLY

If you have any clarifying questions about the role of Business Analyst, or would like to discuss any adjustments that would support you in the application process, please email us at contact@innovationunit.org and we'll do our best to help.

To apply for one of the roles, please email your CV and covering letter to contact@innovationunit.org. Your cover letter should explain how you meet the person specification and why you are interested in working for IU in the capacity of Business Analyst.

We also ask that you complete our anonymous [diversity survey](#). Please note this is optional and simply to help us understand a bit more about who is applying for the roles.

DEADLINE

The deadline for receipt of applications is midday on Friday the 2nd of September 2022.

INTERVIEWS

Interviews will take place on Friday 9th and Friday 16th of September 2022.

There will be a task to complete as part of the interview process.

All candidates will receive an email confirming that their application has been received. After this, we will only contact the applicants that have been selected for interview. Due to the volume of applications expected we will not be able to offer personal feedback on applications.

We look forward to hearing from you.