

# Strategic career development for analysts

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## Course overview

This course is designed to support strategic career development for experienced analysts – around 10-15 years' experience (government grades G6 / E2 level). It will provide you with the tools to build a unique and fulfilling career within the analytical professions.

## Session 1

### Your career: stocktake and future aspirations

- Overview of your career to date
- Initial career planning exercise for analysts

At the beginning of the first session you will have the opportunity to reflect on your career to date - considering highs, lows, what you have enjoyed the most and why. A planning exercise will help you understand your career aspirations at the start of the course.

### Developing as an analyst

- Skills assessment against both relevant professional<sup>i</sup> and Civil Service<sup>ii</sup> competency/success frameworks
- Identifying areas to strengthen and addressing gaps
- Generalist vs specialist analytical skills

Skills assessment provides the foundation for focusing on your career development needs as an analyst. You will have the opportunity to consider your relative strengths on both your professional and Civil Service competency/success frameworks (current grade or grade above depending on experience). Based on that assessment you will identify priority areas to strengthen and explore options to do so.<sup>iii</sup>

## Session 2

### Developing broader policy and leadership skills

- Personal communication and presence to enhance analytical impact
- Ministers, media and private office for analysts
- Leading multidisciplinary analytical projects and teams
- Leading virtual analytical teams – focus on geographically dispersed teams

During the second session we focus on broader skills, which are critical to ensuring that you make a real impact on decision making and keep your career choices open.

## Session 3

### Your career choices

- Analyst roles and policy cross-over roles
- Promotion and progression – signalling and stepping up as an analyst
- Expert roles – depth and specialism for analysts
- Re-imagining future roles – when you can't see anyone above you who is like you
- Balancing career goals and other goals / responsibilities

In this session you will explore the enormous range of opportunities available within the Civil Service. You will be encouraged to consider diverse career possibilities, even those that are currently not easy to imagine. The session will also invite you to think about balancing your career goals with other goals and responsibilities outside work.

### Committing to action

- In-depth career planning exercise for analysts
- Managers, mentors, buddies and friends

Finally, we return to the career planning exercise introduced at the start of the course – you can revisit and reassess your initial thoughts. The session concludes with steps to engage support and take your plans forward.

Contact: [info@economicsense.co.uk](mailto:info@economicsense.co.uk) + 44 (0) 7910 384 755

[www.economicsense.co.uk](http://www.economicsense.co.uk)

<sup>i</sup> For example for GES members:

[https://civilservicelearning.civilservice.gov.uk/sites/default/files/ges\\_cpd\\_-\\_grade\\_7\\_and\\_6.pdf](https://civilservicelearning.civilservice.gov.uk/sites/default/files/ges_cpd_-_grade_7_and_6.pdf) + SCS

<sup>ii</sup> <https://www.gov.uk/government/publications/success-profiles>

<sup>iii</sup> Covering L&D and Continuous Professional Development, on the job learning, academic qualifications, Civil Service Learning <https://civilservicelearning.civilservice.gov.uk/>