



BRITISH-AMERICAN TOBACCO COMPANY LTD

Memorandum

From Mrs A K Comer

To Dr R E Thornton
GR & DC

Date 24 May 1983

As mentioned on the 'phone today, I enclose two documents:

- 1) Report sent by INFOTAB concerning measurement of deliveries from cigarettes from a variety of countries.

Comments are required for pages 4 to 9 inclusive and should be returned to Bob Ely by Tuesday 31 May.

Given to C. Gray 27/5

- 2) Job Profile relating to vacancy at INFOTAB when Helen Willows leaves. candidate to be one whose services we would be prepared to extend to INFOTAB for a minimum of two years.

*Sarah Ward
pp Kay Comer*

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COMMUNICATIONS	
DATE	26 MAY 1983
ATTN	
SERIAL	RET
FILE	463

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P R O F I L E

ANALYST

THE COMPANY

The company is an International consumer products trade association/information center, primarily operating within a specific industry. Non-profit by design, and supported by several industry manufacturers, its aim is to provide a forum for exchange of information and views on issues affecting or with potential to affect the industry.

Having the objective of serving as a resource of industry expertise with data analysis and opinion/information gathering as a basis of operation, the association provides regular information and analysis on specific issues and related events in the industry.

THE POSITION

The Analyst reports directly to the Director of Information Services and is one of three analysts in this function.

MAJOR RESPONSIBILITIES

The Analyst will maintain awareness of current issues of relevance to the industry. Tasks will include responding to requests for information from industry-related sources, compiling and writing in-depth analyses of issues, and participating in project work.

The successful candidate must be able to rapidly assess the differences between material consulted and determine the extent of preparatory work required. It will be necessary to communicate with other divisions and senior management of the industry in matters of public information, public communication, and government legislation.

SPECIFIC ACCOUNTABILITIES

1. On a day to day basis, respond to specific industry-related requests for analysis of issues, and assessments in particular areas.
2. On a long term basis, assist in project work (research, programmes etc.)
3. Describe and summarise in clear, succinct prose, the salient points of each issue, highlighting the items relevant to the industry.

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4. Discuss with scientific and medical consultants, legal and staff experts on often technical, always complex, subject matter, obtaining a thorough understanding of the issue in order to position the Association on the subject.
5. Liaise with documentalist to locate through standard research techniques, the various articles, studies, documents, quotes and bibliographic materials needed.

The position is located in Brussels.

THE IDEAL CANDIDATE

We are searching for a highly organised self-starter whose ability to function in a cross-cultural environment is complemented by a visible appreciation of the nuances of international relationships.

The Analyst should have had experience in analytical work with expertise in science or controversial issues. A person with considerable ability in writing position papers would be well suited.

The emphasis must be on the ability to work constructively on research projects that must result in concise documents; Logical thought pattern, versatility and the ability to organise material is essential, as is the ability to discuss the issues with experts in the field and to know when to seek guidance.

A university graduate in political sciences, biological sciences, or chemistry would be the most likely candidate. With age in the 25-35 bracket, the selected candidate must demonstrate an ability to function as a team member, yet be strongly independent on a day-to-day project basis. Knowledge/experience in the use of a computer or computerised information would be an asset.

English mother tongue is a must, with any combination of speaking and reading ability in Spanish and/or German and/or French a requirement.

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