

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Business Analyst
<b>LOCATION:</b>	Southport
<b>REPORTING TO:</b>	National Performance Manager
<b>DEPARTMENT:</b>	Corporate Services

## PURPOSE STATEMENT

This position provides insightful reporting and analysis to the management team and Board on performance of the Group’s apprenticeship, employment and education support programs. Program performance includes program monitoring, evaluation and financial forecasting analysis. The monitoring and evaluation analysis will instruct operational process improvement opportunities. The financial forecasting analysis will interpret core profitability drivers and make recommendations to improve financial performance across the business.

## OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

## OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

## OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

## REPORTING

This position reports to the National Performance Manager.

## PRIMARY DUTIES

- Use business intelligence to analyse program/financial data and create simple narratives of past, present and future performance
- Identify key business drivers that are critical to the success of BUSY's programs by interrogating and analysing data, with a goal of developing a more insightful reporting framework for the management team and Board;
- Source, interpret and analyse data to meet the strategic and operational needs.
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- Apply appropriate tools and techniques to extract, manipulate and interrogate data.
- Break down and solve complex problems with the ability to communicate with subject matter experts to draw relevant insights.
- Translate complex data into reports which can be understood by a variety of audiences.
- Draw conclusions or make predictions based on extracted information.
- Track impact of improvement actions against performance and predicting future trends.
- Collate and report all contractual Key Performance Indicators across BUSY's programs, both Government and Fee For Service, providing commentary and analysis where variances exist;
- Analyse and report on market performance, trends and opportunities and propose strategies for improving performance of BUSY's programs and related business;
- Assist in the development of a suitable suite of reporting tools for sub-contractor and internal Departments;
- Support sub-contract analysis, validation and verification, ensuring that subcontract reporting is complete, consistent, concise, comprehensible, traceable, feasible, unambiguous, and verifiable;
- Communicate (verbal and written) with BUSY Group departments and sub-contractors that rely on that information to for operational performance and organisational processes;
- Build strong working relationships with senior leaders, understand relevant business areas and support the business in better understanding and interpreting financial information and performance metrics

## KNOWLEDGE, SKILLS & EXPERIENCE

- Previous experience in a similar role, including sound knowledge of business analysis practices to provide accurate and timely financial and operational management reports
- Significant experience in Power BI or equivalent;
- Demonstrate experience in the interpretation and use of data, problem solving and analysis;
- Experience with Government contracts and Government systems;
- Demonstrated ability to undertake and analyse legislative contracts;
- Previous experience in a compliance focused organisation;
- Demonstrated experience in researching and writing government reports;
- Ability to interpret and implement policy guidelines;
- Well-developed IT technical skills and the ability to accurately manipulate data extracted from systems using advanced excel functions, ensuring accuracy of information and suitability of delivery method;
- Strong communication skills and ability to distil business requirements into understandable processes;
- Must be adaptable and able to work with many different teams and systems;
- Ability to work in a fast paced environment, whilst ensuring strong attention to detail and high levels of accuracy;
- Demonstrated ability to meet strict guidelines within established timeframes;
- Positive approach to a continual changing work environment;
- Previous experience managing sub-contractor information.



**KEY DIMENSIONS:**

- Attention to detail
- Building Strategic working relationships
- Communication
- Initiative
- Managing Work and Time
- Continuous Improvement and Accuracy

**QUALIFICATIONS**

- Undergraduate degree in Commerce, Business Management, Economics or equivalent
- Demonstrate experience and qualification in the interpretation and use of data, problem solving and analysis;

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_