

POSITION DESCRIPTION

POSITION TITLE:	Group Reporting and Analysis Manager
LOCATION:	Southport
REPORTING TO:	General Manager, Programs and Finance
DEPARTMENT:	Corporate Services

PURPOSE STATEMENT

To provide strategic, analytical and operational management support of The BUSY Group business entities, programs, revenue streams and sub-contractors to ensure high quality performance is established and maintained. This role will be responsible for developing and maintaining a strong corporate intelligence profile with The BUSY Group business entities, programs and sub-contractors to ensure that The Group has data that supports capacity building and performance development. This includes supporting the business to meet financial and profitability targets and identify ongoing opportunities for revenue growth.

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 General Manager, Programs and Finance.

PRIMARY DUTIES

- Identify key business drivers that are critical to the success of The BUSY Group's programs by interrogating and analysing data, with a goal of developing a more insightful reporting framework for the management team and Board;
- Collate and report all contractual Key Performance Indicators across The BUSY Group's programs, associated businesses and sub-contracts and provide commentary and analysis where variances exist;
- Analyse and report on market performance, trends and opportunities and propose strategies for improving performance of The BUSY Group's programs, sub-contracts and related business;
- Develop 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;
- Oversee contract administrative delivery and ensure that processes exist to support delivery of contract obligations
- Contribute to the implementation of new contracts as required ensuring they are operational as expected
- Communicate (verbal and written) with The BUSY Group entities and business units that rely on that information 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;
- Day-to-day management of any direct reports, actively promote team development to ensure the skill-set aligns with business requirements and values.
- On-going review of all processes and systems identifying improvements and efficiency gains where appropriate.
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure.
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

PERFORMANCE MEASURES

KNOWLEDGE, SKILLS & EXPERIENCE

- Previous experience in a similar role, including sound knowledge of financial practices to provide accurate and timely financial management reports and data analysis;
- Working knowledge of business intelligence systems and reporting (eg. Microsoft Power BI).
- Proven ability in business analysis and performance enhancement initiatives;
- Experience in stakeholder management and in the provision of stakeholder feedback;
- Understanding of the key financial drivers necessary to grow and sustain a successful business;
- Demonstrated expertise in delivering successful performance improvement strategies at a contract level;
- Previous experience in a compliance focused organization;
- Ability to interpret and implement policy guidelines;
- Strong communication skills and ability to distil business requirements into understandable processes; and
- Ability to work in a fast paced, deadline driven environment, whilst ensuring strong attention to detail and high levels of accuracy.

KEY DIMENSIONS/KEY RELATIONSHIPS

- Attention to detail
- Building Strategic working relationships
- Communication



- Innovation
- Managing Work and Time
- Continuous Improvement and Accuracy

QUALIFICATIONS

- A relevant degree in Business

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: _____