

Job Description

Position title	Business Analyst
Location	Sydney
Reporting to	Director, Strategic Engagement
Position type	Ongoing (subject to funding), Part-time
Updated	June 2019

Role

As a member of knowmore's Strategic Engagement team this role will utilise analytical and strategic planning expertise to identify opportunities for the organisation and develop solutions that help achieve knowmore's strategic goals, operational planning and prioritisation. Working collaboratively across the service, this role will engage with teams and discipline leaders to develop an appreciation of work processes and priorities to drive new initiatives for reporting and workforce planning. This role will also work with knowmore's IT department to identify improvements in data collection systems and processes with the goal of improving the quality and utility of the client and service data captured.

In addition to performing financial and operational modelling, this role is expected to develop analysis that informs sound commercial decision making, directs resource allocation, identifies additional funding opportunities within the strategic plan and assists with program evaluation. The role requires strong analytical and strategy skills, an understanding of the compliance and other obligations of operating in a funded environment and the ability to work independently.

Duties and Responsibilities

- Develop and manage an integrated reporting framework to ensure that all information and reporting is accurate, complete, relevant, up-to-date, adheres to a quality framework and meets deadlines
- Support the Executive by providing data-lead (including internal and external data sources) analysis, briefings and reports for the development of strategic and operational plans regarding service delivery, community engagement activities, including community development, community legal education and outreach activities
- Support the evaluation and continuous improvement of knowmore programs through provision of accurate, timely and useful data, analysis, reports and recommendations
- Work with knowmore's IT team to identify, evaluate and implement process and system improvements that enhance the collection and usefulness of data and internal and external reporting
- Work with knowmore staff to guide the implementation of processes that assist with the accurate collection of useful data and to implement positive change
- Work in partnership with external stakeholders and organisations to identify areas of mutual interest and opportunities for further collaboration
- Conduct internal and external meetings and presentations to share analysis findings and process improvements

Organisational obligations

- Demonstrate an active and dedicated commitment to knowmore's Mission, Vision and Values
- Comply with knowmore's Policies and Procedures
- Observe all legal and legislative requirements
- Ensure a high level of confidentiality and integrity
- Assist in the development of, and participate in knowmore's initiatives, projects and events
- Cultivate productive and collaborative working relationships and outcomes through open and inclusive planning, continuous improvement and transparent work practices
- Liaise with others in a professional, respectful and constructive manner
- Take reasonable care to protect their health and safety and the health and safety of others
- Commitment to working within knowmore's practice framework (trauma-informed culturally safe, person-centred)
- To engage in professional supervision and other reflective practice opportunities as required

Selection Criteria

- Experience collecting and analysing data, preparing reports, briefings and recommendations to support the development of strategic and operational plans
- Strong analytical and computer skills
- Experience working with diverse stakeholders to identify areas of mutual interest and opportunities for collaboration
- Excellent interpersonal and communication skills and the ability to produce high quality written and verbal reports, including the ability to summarise and synthesize complex ideas and concept and work with senior decision makers

Qualifications and other requirements

A tertiary qualification in a relevant discipline like business, finance or similar.

Previous experience in a community organisation would be highly regarded.

The role may involve interstate and intrastate travel. Ability to travel is essential and a current driver's licence is desirable.

The successful candidate will be required to satisfactorily complete a National Police Records Check and a Working with Children Check.

This job description is incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in light of strategic developments following discussion with the position holder. The role will be expected to work to agreed objectives, which should facilitate achievement of the key responsibilities in accordance with the performance review process.