Position Description

Position title:	Corporate Analyst
Directorate:	Strategy and Engagement
Service Unit:	Community, Strategy and Innovation
Reports to:	Corporate Planning and Performance Manager
Direct reports:	Nil
Salary point:	16
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle CBD
Date revised:	January 2020

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of *creating a smart, liveable and sustainable global city*. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Community, Strategy and Innovation?

The Community, Strategy and Innovation (CSI) unit provides internal services to enable plans, activities and services to be developed, monitored, delivered and reported. CSI also works externally across other levels of government promoting Newcastle, advocating for our community, driving innovation, economic opportunities and furthering wellbeing.

CSI prepares strategy for Newcastle people, business and environment, has impact in the city by leveraging technology, supporting business, start-ups and creatives and works at a community level to reduce inequality, promote inclusion and support cultural expression.

Our vision is to deliver on the Newcastle 2030 Community Strategic Plan and CN's adopted Delivery Program and Operational Plan through:

- Corporate strategy and analytics for the organisation;

- Economic development across the Greater Newcastle Metropolitan area, promoting investment, viable business conditions and jobs growth;

- Innovation to improve our Newcastle lifestyle and attract investment and jobs;

- Development of government and key stakeholder relations, collaborations and partnerships to promote Newcastle;

- Social planning and community development, including advocacy for and on behalf of our community to resolve local issues and

- Sustainability and mitigation strategies for energy innovation, efficiency and emission reductions.

What's the focus of this position?

The Corporate Analyst is responsible for developing and leading an optimisation program that transforms business practices through strategic decisions that support short and long-term growth.

The Corporate Analyst is accountable for providing CN with accurate and timely qualitative and quantitative analysis and impart CN with actionable insights from relevant data. Their key focus is to evaluate data and business practices and offer sophisticated interpretations to drive success within CN and provide effective business solutions and opportunities.

What you'll be doing:

- Work in an agile environment and investigate, analyse, review and document requirements for business improvement projects.

- Provide guidance to end to end project delivery by investigating operational needs, problems and opportunities and proposing solutions.

- Conduct detailed feasibility and cost benefit analysis (including financial modelling) to prepare initial statement of requirements / recommendations to proceed.

- Manage significant change management and business improvement projects from inception to completion with appropriate consideration of financial, strategic and cross-organisation impacts achieved through leadership, organisational knowledge, innovative solutions and stakeholder engagement.

- Analyse business information to provide historical, current and predictive views of business operations and timely retrospective service analysis to identify business opportunities.

- Identify, validate and exploit internal and external data sets generated from a diverse range of processes to forecast future activity, behaviour and trends.

- Elevate productivity and effectiveness of CN by delivering high-quality data assets and tools including the creation of statistical graphics, plots and information graphics to visually communicate quantitative messages to make data more accessible, understandable and usable

- Provision of accurate, timely and meaningful business performance reporting, including program and individual project reports and develop indicators that will enable the organisation to measure its success in improving and implementing processes to achieve sustainable excellence.

- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

Cooperation | Respect | Excellence | Wellbeing

The essentials you'll need:

- Tertiary qualifications in Business, Accounting, Information Management, Analytics or another appropriate discipline.

- Strong analytical and problem-solving skills with sound knowledge of and/or practical experience in data capture, extraction, analysis and preparation of reports to assist in business planning, forecasting and process improvements.

- Minimum of 5 years' experience in implementing improvements using Lean, Six Sigma, or other recognised process improvement methodology and techniques.

- Demonstrated project management experience with the ability to coordinate and manage multiple projects and resources effectively to achieve goals to meet planned targets, deadlines and commitments.

- Experience in managing complex datasets and conducting quantitative and / or qualitative statistical analyses including a demonstrated aptitude for understanding, manipulating and cleaning complex datasets.

- Strong conceptual and practical understanding of modern frameworks and methodologies such as Scrum, Kanban, lean, design thinking, human-centred design, multivariate testing, continuous improvement and test automation

- Well-developed business acumen and critical thinking skills with the ability to manage budgets, analyse data and compile reports.

- Ability to gain respect, integrity and trust through situational leadership and inspire others to follow and participate in change processes.

- Excellent communication and interpersonal skills demonstrated by abilities in consultation, negotiation and influencing skills at all levels, and the capacity to develop and manage effective relationships with all stakeholders and all levels of staff.

Other valuable skills you may have:

- Experience in developing and implementing improvement systems in a local government environment.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	