

ANZSOG

POSITION TITLE	Business Analyst
POSITION TERM	Ongoing
FUNCTION / DEPARTMENT	Operations
ANZSOG CAPABILITY	Capability Level 3
REPORTING MANAGER	Director, Organisational Performance
No. DIRECT REPORTS	0
LOCATION	Offices in Melbourne, Sydney and Canberra
APPROVED BY	COO
APPROVAL DATE	October 2025

ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

In delivering on its mission of public governance that people trust, the school brings together academic and practitioner experts from across our member governments and around the world to support current and future government and public sector capability needs and anticipate and address government and public sector challenges.

ABOUT THE POSITION

The Business Analyst is a key role within ANZSOG's Organisational Performance team, responsible for supporting ANZSOG's reporting and data architecture needs, and contributing to planning processes the organisation.

This role is focused on analysing and interpreting metrics from various facets of the organisation, including financial performance, employee experience, student experience, customer experience, and faculty experience. The occupant will support data-driven insights that inform strategic decision-making processes, enhancing the overall performance and efficiency of ANZSOG.

Reporting to the Director, Organisational Performance, the Business Analyst will collaborate with senior leadership and various departments to understand their data needs and support the develop tailored reporting and analysis solutions. This role will contribute to fostering a culture of data literacy and continuous improvement, supporting ANZSOG's mission of delivering high-quality professional learning programs to the public sector. The Business Analyst will champion the use of data-driven insights in strategic planning and operational processes, staying updated with industry trends and best practices in business intelligence and data analytics.

ROLE-LEVEL ACCOUNTABILITIES

ANZSOG roles at this level share the following consistent accountabilities:

- **Operational Leadership:** Manage team operations aligned with strategic goals.
- **Team Development:** Support staff development and performance.
- **Project Oversight:** Lead complex projects and initiatives.
- **Stakeholder Engagement:** Build and maintain internal and external relationships.
- **Resource Management:** Monitor budgets and resource allocation

KEY FUNCTIONAL RESPONSIBILITIES AND ACCOUNTABILITIES

- Collaborate with internal stakeholders to understand their data needs and support the development of reporting solutions meet these requirements.
- Support the development and maintenance of robust reporting framework that aligns with ANZSOG's strategic goals, including evaluating appropriate tools and technologies to support data collection, storage, and analysis.
- Provide analytical support for pricing and costing activities that supports a culture of financial accountability and performance.
- Analyse financial performance data and provide recommendations for improvements to optimize resource allocation.
- Assist in the design and implementation of performance frameworks including KPIs and balanced scorecards, ensuring metrics are meaningful, measurable and regularly reviewed.
- Integrate and analyse metrics from various departments to provide comprehensive insights into ANZSOG's organisational performance, and coordinate monthly performance reporting
- Monitor key performance indicators (KPIs) to track progress and identify areas for improvement.
- Support strategic direction on data management and reporting practices to support informed decision-making.
- Support strategic, business and project planning processes across the organisation, ensuring integration and alignment between planning levels and business objectives.
- Assist in the business case development process, including analysis, review processes and outcome monitoring.
- Contribute to process standardization and continuous improvement, developing frameworks and guidelines across the organisation.
- Support the alignment of team activities and resource allocation with ANZSOG's priorities, contributing to the successful execution of strategic initiatives.
- Support a culture of learning and adaptability, promoting continuous professional development and enhancing team effectiveness in achieving ANZSOG's goals.
- Uphold ANZSOG's values by fostering a collaborative, inclusive environment that encourages open communication and teamwork across functions.
- Support budget monitoring and analysis, tracking expenses and providing insights to align financial decisions with broader organisational objectives.
- Maintain high standards of integrity, transparency, and compliance within the team, supporting a safe and ethical work environment.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- A minimum of 5 years of experience in business analysis, data analytics, or a similar role, with demonstrated experience in supporting data architectures and reporting frameworks.
- A tertiary qualification is required, with a preference for Business, Data Science, Information Technology, or a related field.
- Strong analytical and problem-solving skills with the ability to work independently and as part of a team to meet delivery expectations to deadline.
- Well-developed interpersonal skills to engage effectively with stakeholders at all levels, including senior level representatives.
- Ability to think analytically and support data initiatives that align with organisational goals, ensuring accuracy, quality, and credibility.
- Advanced analytical and problem-solving skills, with a commitment to creative problem-solving and continuous improvement.
- Excellent verbal and written communication skills, with the ability to present complex data insights clearly and distil information for decision makers.
- Demonstrates high levels of integrity, professionalism, sound judgment, and ethical behaviour.

ANZSOG VALUES

ANZSOG is a values-based organisation which means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, and we aim to ensure that they infuse our behaviours and attitudes as members of the ANZSOG community. As a binational learning organisation committed to authentically serving and partnering with governments and First Nations and Māori communities, we are also committed to engaging in ongoing learning to model the impact and change we seek to achieve through our work.