



TASMANIAN PORTS CORPORATION PTY LTD
POSITION DESCRIPTION

POSITION TITLE:	Business Analyst
REPORTS TO:	Commercial Finance Manager
DIVISION:	Corporate Services
LOCATION:	Launceston
CONDITIONS:	Permanent, Full Time

PURPOSE OF THE POSITION

- To ensure and lead the efficient, effective and compliant delivery of procurement, insurance and internal financial assurance activities for TasPorts and its subsidiaries, including delivering Corporate Services improvement projects.
- Perform leading role in providing strategic insights and high-quality solutions to deliver procurement benefits, insurance outcomes, process and system enhancements and effective internal governance.
- Provide key support to the CFO and Commercial Finance Manager in engagement with the Board, Executive and Management to the develop and achieve TasPorts' strategic objectives.
- Facilitate improvement of the internal customer service levels delivered by the Corporate Services division.

KEY ACCOUNTABILITIES

- Develop trusted relationships with Senior Managers and Executives as a source of timely, accurate and relevant information to facilitate making sound commercial decisions.
- Ongoing contributions to develop and maintain high quality financial reporting systems and processes.
- Using initiative to make ongoing contributions to identify, develop, lead and monitor continuous improvement opportunities for the Corporate Services function. Seek to improve efficiency, effectiveness, and productivity (including re procurement).
- Discuss, liaise, collaborate, and negotiate with internal and external stakeholders to ensure the right information is obtained and provided.
- Be a key reference point for TasPorts and provide advice regarding insurance, procurement and internal financial assurance issues, best practice, processes and standards.
- Promote, train and raise awareness of Corporate Services systems and procedures with leaders, managers and employees.
- Contribute to holistic cross-functional business assurance and governance capability.
- Ongoing contributions to develop framework and deliver reporting mechanisms to ensure governance and assurance for all TasPorts project spend, including major and capital projects.
- Oversee and undertake insurance claim resolution and the insurance renewal process.
- Support finance, administration and procurement related aspects of internal audit activities.
- Assist to deliver commercially effective supply arrangements and identify and deliver procurement savings.
- Assist to deliver procurement process and activity improvement initiatives and provide regular status/benefit reporting.
- Review and monitor effectiveness of TasPorts Delegated Authorities process, including identifying and executing improvements.
- Undertake post implementation reviews (PIRs) for completed projects to ensure lessons are learned and improvements made for future projects.
- Undertake project management tasks where required.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

While working autonomously, the role requires a high level of attention to detail and effective collaboration within a team environment.

This role carries the delegated authorities as defined in the TasPorts *Delegations Manual* TasPorts Health, Safety and Environment Responsibility and Authority: Refer to Section 4 of the *TasPorts HSE Responsibility and Authority Procedure*

KEY INTERNAL & EXTERNAL STAKEHOLDERS

External

- Internal Auditors
- Consultants

Internal

- Finance and Corporate Services Team
- Executive Leadership Team (ELT)
- Senior Leadership Team (SLT) and Departmental leaders

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

- 5+ years post-graduate experience and relevant experience in a previous senior finance role.
- High level practical financial management skills with strong commercial acumen.
- Experience delivering process and/or system improvement projects.
- Highly developed interpersonal and communication skills (written and verbal) and the ability to liaise effectively with both internal and external stakeholders.
- High quality leadership and cross-functional engagement skills.
- Experience in procurement of a wide range of products, services and contracts (desirable).
- Proven self-management skills including ability to prioritise tasks and manage multiple and complex issues.

QUALIFICATIONS / CERTIFICATIONS

- Tertiary qualification in Accounting, Finance or other business-related discipline.
- CAANZ or CPA qualification.
- Current drivers Licence.
- Capability to obtain and hold a Maritime Security Identification Card (MSIC).