Position Description

Position Title	**Business Analyst**

Position No	00083111
Delegation Level	007
Job Designation	Officer
Organisational Unit	Asset Management Systems
	SEQ Assets
Work Centre	Brisbane Centra
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Principal Business Analyst

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Drive and support components of the business within the Strategy and
Planning team to meet business requirements regarding reporting, data
analysis, current and future state process mapping, and the development
of analytical capability across projects and business as usual
activities within the Strategy and Planning team.

Position Responsibilities

1. Generate reports from corporate systems, anaylse datam identify
   trends and anomalies, and define recommendations to support business
   decision making.
2. Work with stakeholders of projects within the Strategy and Planning
   team to define reporting improvement options.
3. Identify improvement opportunities in data management and reporting
   for the SEQ Assets function.
4. Make recommendations to meet future state data and reporting
   requirements in consultation with business users and managers.
5. Coach team members, managers and supervisors in data analysis and
   reporting to build knowledge and capability.

Additional Factors

The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High level of skill in business analysis, including the ability to
   generate reports from corporate systems, analyse data, identify
   trends and anomalies, and define recommendations to support business
   decision making.

2. High level of communication, interpersonal and consultation skills, with demonstrated ability to build strong working relationships.
3. High level of attention to detail skills and the ability to identify anomalies in data.
4. Substantial level of skill in identifying improvement opportunities in data management and reporting, particularly in the development and implementation of dashboards.
5. Sound level of skill in facilitating training and/or coaching sessions to build awareness and develop skills in data interpretation and dashboards.
6. Knowledge of and willingness to commit to and work within Queensland Rail's values and behaviours.

Pre-employment Checks:
Not Applicable

Health, Safety and Environment Responsibilities
Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:
Refer to relevant business instructions.

Safety Publications
Refer to relevant business instructions.

Please Note:
Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.