

POSITION DESCRIPTION



Business Analyst

POSITION DETAILS

Position Title	Business Analyst
Classification	HEW Level 7
Position Number	7013643
School/Office	Property and Commercial
Division	Operations

POSITION PURPOSE

The Business Analyst provides high-level analytical support to the Property and Commercial team, contributing to the planning, evaluation, and documentation of commercial and development projects.

The role supports evidence-based decision making through the development of analytical tools and monitoring frameworks, enabling strategic outcomes across commercial initiatives.

KEY ACCOUNTABILITIES

- Analyse commercial and development initiatives to support strategic decision making and project evaluation.
- Prepare business cases and recommendations that align with divisional priorities and University objectives.
- Coordinate financial inputs and reporting for rolling forecasts and month-end activities.
- Draft high-quality documentation including reports, presentations, and summaries for senior stakeholders.
- Facilitate workshops and meetings to gather input and share project updates across stakeholder groups.
- Maintain accurate records and project documentation in accordance with University policies and legislative requirements.
- Monitor project performance and variances to inform continuous improvement and reporting.
- Build and sustain stakeholder relationships to ensure alignment and collaboration across functions.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Degree and/or extensive relevant experience in business analysis and stakeholder management.

- Demonstrated experience in requirements gathering, analysis, and management methodologies within complex organisations.
- Strong interpersonal, communication, and customer service skills, with a focus on stakeholder engagement.
- Proven ability to collaborate and negotiate outcomes across teams and functions.
- Well-developed skills in business and process analytical tools and methods.
- Ability to work under broad direction and manage competing priorities.

KEY RELATIONSHIPS

This position reports to: Commercial Manager

This position supervises: None

Key internal relationships:

- Executive Director, Infrastructure and Commercial Performance
- Senior Analyst, Treasury
- Senior Finance Business Partner
- Senior Financial Accountant
- Director, Financial Performance and Treasury

CHALLENGES

- Navigating complex stakeholder environments while maintaining analytical rigour.
- Balancing competing priorities across commercial and development projects.
- Ensuring accuracy and compliance in financial and project documentation.
- Communicating insights effectively to diverse audiences.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: