



TE RARAWA

POSITION DESCRIPTION

JOB TITLE:	Business Analyst
REPORTS TO:	General Manager – Commercial
PURPOSE TWPPT:	Te Waka Pupuri Pūtea Trust is the asset holding trust for Te Rūnanga o Te Rarawa with the goal of ‘growing the Te Rarawa economic base and its people alongside it’.
PURPOSE:	The Business Analyst reports to the General Manager and supports strategic and operational development planning and decision making through the provision of valuable commercial analysis. The Business Analyst will assist with in-depth financial and operational analysis on new and existing projects and investment opportunities. They will also develop new commercial opportunity leads and oversee existing portfolios or projects as required.
KEY AREAS:	Commercial advice Business analysis Portfolio management
LOCATION:	Te Rarawa 16 Matthews Avenue, Kaitāia
KEY RELATIONSHIPS:	Te Waka Pupuri Pūtea Trust board Te Waka Pupuri Pūtea Trust chair General Manager – Te Waka Pupuri Pūtea Trust Senior management Te Rūnanga o Te Rarawa Te Rūnanga o Te Rarawa trustees Suppliers and supply partners

KEY RESPONSIBILITIES:

ACCOUNTABILITIES	RESPONSIBILITIES AND PERFORMANCE MEASURE
<p>Commercial Strategy Supports the General Manager by providing strategic and commercial analysis regarding planned Development projects.</p>	<ul style="list-style-type: none"> • In alignment with the strategic objectives of TWPPT, provides the General Manager with valuable commercial analysis to ensure all development projects are properly planned. • Provides advice on a range of project commercial matters including (but not limited to): <ul style="list-style-type: none"> ○ The commercial and strategic feasibility of development projects. ○ Reporting and governance frameworks and requirements within development agreements. ○ Commercial and strategic risks within development projects and agreements and what potential impacts this would have on TWPPT.
<p>Risk Management Understands and actively manages the commercial risks of TWPPT as they relate to Projects in accordance with policy.</p>	<ul style="list-style-type: none"> • On a project-by-project basis, assists with ensuring all commercial risks are identified and that mitigation strategies are understood and implemented. • Reports to the General Manager in accordance with the policy.
<p>Portfolio/Project Management</p>	<ul style="list-style-type: none"> • Leads out Projects and Oversees Portfolio's as required to ensure the ongoing day to day operations are completed.
<p>Health and Safety Leadership Models a strong Health and Safety culture in accordance with policy.</p>	<ul style="list-style-type: none"> • Complies with all Health and Safety policies and systems. • Proactively models behaviours that support the Health and Safety policies of the organisation.

PERSON SPECIFICATION

Business Analyst

The following identifies the essential and desirable competencies that Te Rūnanga o Te Rarawa considers necessary to carry out the position. The demonstration of these skills is not limited to paid employment but can include any voluntary work that a prospective applicant may have carried out.

COMPETENCIES – ATTRIBUTES AND BEHAVIOURS:

- Actively demonstrates professionalism throughout the organisation and the industry and is a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Is proactive, energetic, enthusiastic and positive in all dealings with colleagues and stakeholders.
- Has tenacity in pursuing goals, showing focus in the face of opposition and ensures personal goals are aligned with the company objectives.
- Demonstrates a strong understanding and commitment to the goals and objectives of the organisation, regularly contributes to formulating goals. Actively works to support the goals and objectives of others in the team and the wider business.
- Strategically plans direction for areas of responsibility. Captures the strategic intent of key stakeholders or influencers to identify future directions and plans the changes necessary.
- Makes insightful, timely decisions in difficult, high complex situations that have broad impact across the company.
- Displays strong commercial acumen. Analyses key drivers, opportunities, and competitive advantages to develop strategies to benefit the business.
- Strives to keep a constant “eye” on the market through building rapport with key contacts, networking and keeping up to date with market information through research in various media.
- Able to focus on detail to act with diligence, ensuring all compliance issues are managed appropriately.

DESIRABLE

- Experience working within a Māori organisation.
- Knowledge of Tikanga Māori.

COMPETENCIES – SKILLS AND EXPERIENCE

- A relevant tertiary qualification is desirable.
- Strong commercial understanding and capability in a development project context.
- Experience supporting strategic planning in a commercial organisation.