



Position Title	Business Analyst										
Site/Location	Mornington										
Unit/Department	Finance										
Classification	N/A										
Reports to	Chief Financial Officer & Corporate Services Manager										
Supervisory responsibilities	N/A										
Key relationships	- Board - Executive - Finance										
Overall Job Purpose	The Business Analyst works within the Finance Department and is responsible for data analysis and reporting as determined by Management and the Board. The key focus for the Business Analyst is to turn data into information, information into insight and insight into business decisions. You will be responsible for providing regular analytics, finding emerging trends and providing meaningful insights to drive operational and strategic decision making. You will also support managers and executives, ensuring they have accurate and timely information that can be used in day to day operational and strategic decision making, including business case development.										
Values	Proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc. At The Bays Healthcare, we seek to pursue the following values: <table border="0"> <tr> <td>Integrity</td><td>Being honest in our dealings with others.</td></tr> <tr> <td>Compassion</td><td>Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.</td></tr> <tr> <td>Accountability</td><td>Being responsible for and mindful of the consequences of our actions.</td></tr> <tr> <td>Respect</td><td>Acknowledging the rights and opinions of others as we work together as a team.</td></tr> <tr> <td>Excellence</td><td>Continually improving quality and efficiency.</td></tr> </table> If we all embrace an “I CARE” philosophy, we will be successful as individuals, as an organisation and as a community.	Integrity	Being honest in our dealings with others.	Compassion	Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.	Accountability	Being responsible for and mindful of the consequences of our actions.	Respect	Acknowledging the rights and opinions of others as we work together as a team.	Excellence	Continually improving quality and efficiency.
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WH&S	- Present fit for work and able to undertake duties in line with the physical inherent requirements of the role - Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely - Adhere with the current Work Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 - Identify, assess, prioritise and control risks to health & safety of employees, patients, residents, contractors and visitors - Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures										
Quality and Risk Management	Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities. These policy and procedures include: <table border="0"> <tr> <td> - Organisational - Clinical - Infection Control - WH&S - Emergency Response </td> <td> - Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, HDU - Environmental Services - Administration - Catering </td> </tr> </table> - Participate in the organisation’s accreditation processes - Be compliant with and have an advanced understanding of relevant standards i.e. the National Standards for hospital	- Organisational - Clinical - Infection Control - WH&S - Emergency Response	- Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, HDU - Environmental Services - Administration - Catering								
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	• Participate in the organisation's Quality Management and Control program • Participate in the collection of Clinical and Process indicators • Understand the Severity Assessment matrix and reporting system • Implement and undertake case reviews, peer review and improvement proposals as required • Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy • Adhere with the current Occupational Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 • Uphold and adhere to the Organisations commitment to Child Safety standards and reporting obligations • Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment • Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules
Professional Development and Performance Appraisal	• Demonstrate responsibility for own professional development by continually updating professional knowledge and skills. • Collaborate and build the team by exchange of knowledge and skills • Participate in performance appraisals in line with organisation expectations • Complete mandatory and compliance education as required by the Organisation
KPIs/ Measures	• KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically.
Responsibilities: Functional	• Build comprehensive financial models (P&L, cash flow, balance sheet) to inform commercial decisions and provide governance on business projects. • Analyse data from multiple sources to create detailed business cases, providing insights into project-level margin and cost factors. • Collaborate with managers and stakeholders to understand key business assumptions, define technical requirements, and ensure reporting solutions meet strategic needs. • Design, build, and maintain interactive dashboards and reports that track financial and operational performance against KPIs for the Board and Management. • Manage relationships with key software vendors, ensuring system functionality is regularly reviewed and fully leveraged to support effective reporting and strategic analysis.
Responsibilities: Communication	• Develop and maintain excellent, harmonious communication with all staff, volunteers, suppliers and visitors and to promote excellent working relationships. • Maintain appropriate discretion and confidentiality about HR related and other sensitive information • Act as a role model to others in a professional manner, demonstrating positive behaviour reflecting the organisation's values • Participate in activities which enhance the professional standing of the organisation within the community and encourage the use of our facilities by community. • Build and manage internal/external partnerships to ensure delivery of the organisation's objectives. • Regularly report to your manager on issues such as resourcing needs, performance, training/development, disciplinary action, leave, health and safety, etc.
Security Check	Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific role as requested by The Bays Healthcare Group Inc.
Qualifications / Experience - Mandatory	• Tertiary qualification in business or finance • Advanced proficiency in Microsoft Office and high-level technical skills • Understanding of structured query language (SQL) • Experience working with senior decision makers • Strong analytical skills with an ability to articulate complex information and findings in common non-technical terms • BI experience with analysis tools and visualisation (Power BI preferred) • Research & reporting skills • Sound financial modelling skills

Qualifications / Experience-Desirable	• Health Care Industry Experience • At least 2 years of work experience in a similar role
Personal & Job Competencies Required	• Strong analytical and solution-focused mindset with well-developed business acumen. • Proven ability to develop cost-benefit analyses, negotiate effectively, and support commercial decision-making. • Advanced communication and interpersonal skills with a collaborative style. • Demonstrated experience in presenting complex information and analysis to diverse audiences including executive management. • Highly organised with the ability to plan, prioritise, and manage competing tasks effectively under pressure. • An inquisitive and performance-focused approach with the ability to think beyond traditional concepts to drive improvement.
Inherent Requirements	• Able to fulfil the inherent requirements of the role • Able to use equipment and tools safely and without physical or other restriction • Undertake assessment of ability to physically and mentally meet the requirements of the role • Manual Handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements

Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Approved: _____
Signed, Manager Title

/ /
Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: _____
Signed, Employee

/ /
Date

Print Name, Employee