

ROLE CLARITY

Position Title:	Business Analyst Commercial	Reports To:	Manager – Asset Management Commercial
Name:		Direct Reports:	N/A
Function:	Asset Management	Indirect Reports:	N/A
Business Unit		Date Created:	February 2021

JOB PURPOSE

- Supporting the broader Asset Management teams toward achievement of strategies through accurate and timely insightful reporting/analysis, prioritisation of key focuses and engagement with team.
- Utilise connectivity and data capture to create insights, reports, dashboards and offer solutions to deliver a streamlined organisation, strengthened aftermarket, & metrics aligned with priorities.

FINANCIAL ACCOUNTABILITY/DECISION MAKING AUTHORITY

Dimension	Value/Description
Provide a summary of the position in terms of its impacts, financial accountabilities, and decision making limits. Not all items will apply.	n/a
Purchasing Authorisation Level	n/a
Decision making authority and types of decisions made	Decisions Expected: Workflow priorities within guidelines Recommendations Expected: Business improvement prioritisation and justification

ACCOUNTABILITIES

Role Specific Accountabilities

- Utilise available data to create insights, offer solutions & metrics aligned with priorities.
- Manage the sharing of Asset Management data with Caterpillar ensuring accurate and timely reporting and maximising value to Terra Industrial.
- Lead data analysis projects, using data tools and statistical methods to validate and interpret data collected by the dealership and through third party sources.
- Develop reports and dashboards for specific business units within Assrt Management.
- Utilise data to identify and recommend improvements to systems and processes.
- Perform opportunity, competitive and financial analysis.
- Assist with the development of existing and future Asset Management offerings.
- Report on specific projects as well as data analysis activities, sharing insights through written reports and effective visualisations with management on a regular or monthly basis.
- Development of Lab/condition monitoring models to support forecasting, capital, business case and strategy requirements.
- Support the development and management of Connectivity strategies including pricing and cost benefit analysis.
- Prepare accurate, timely and insightful periodic reporting of commercial risks and opportunities aligning to strategic direction and objectives.

- Insightful, timely and accurate analysis of results and working with partners to develop and track initiatives to improve overall performance and the achievement of business KPIs.
- Prepare accurate, insightful and timely investment appraisal justifications and recommendations to relevant/interested parties.
- Prepare business analysis to support early interventions and informed decisions on Asset Management strategies and initiatives.
- Proactively review, challenge and document updated business processes with the Asset Management teams.
- Manage reporting including Foresight, Leadership Table and Excellence programs and the Business Scorecard.
- Prepare Project reporting and utilise your analysis capabilities to identify business improvement opportunities from this data.
- Self-leadership, engagement aligned to Values, strategy and workplans
- Manage sound relationships with stakeholders

Health and Safety

At Terra Industrial, our commitment to health and safety is central to how we operate. Everyone is accountable for safety.

- Safety of self and others is achieved by personal commitment to follow all company policies, safety management systems, procedures and practices.
- Demonstrates personal commitment to development and training.
- Minimises risk by actively identifying safer ways to conduct work, participates in safety initiatives, hazard identification and incident management; adopts lessons learned into work practices.
- Identifies and reports opportunities for continuous improvement and innovation.

Team Membership

Be a great team member, always act in a way which is in line with our Code of Conduct.

- Follow instructions.
- Comply with Company policy and procedures.
- Respect others.
- Work constructively with team members across the group.
- Help out with different tasks as required.
- Contribute ideas and share your knowledge.
- Take every opportunity to learn new technical skills.

Leadership

- Actively role models organisational purpose, values and behaviours.
- Builds strong working relationships with others, both inside and outside of direct team.
- Others can learn and grow through the personal demonstration of sharing information, ideas and learning.
- Proactively seeks formal and informal development opportunities for growth.

Financial

- Eliminates rework by following agreed methods and measures.
- Identifies a better way of working to reduce costs.
- Uses resources (people and assets) effectively and efficiently.
- Delivers work on time and in full.

Customer Experience

- Follows agreed methods and measures to achieve reliable results for customers.
- Customer expectations and service standards are understood and delivered within agreed timeframes.

- Implements initiatives so that customer experience targets are met.
- Identifies opportunities to improve customer experience and initiatives are adopted by others.

PERSON SPECIFICATIONS

Qualification

	Essential	Desirable
Bachelor's degree in mathematics or statistics or related business study is required.	Yes	

Experience

	Essential	Desirable
5 + years post qualification experience in a commercial environment	Yes	
Ability to interpret, extract and analyse financial information.	Yes	
Effective communicator with demonstrated ability to build constructive relationships	Yes	
Strong presentation skills translating complex information into an understandable language in support of informed decisions	Yes	
Resilient with proven ability to work under pressure to meet deadlines	Yes	
Report writing in Power BI	Yes	
Strong computer skills including analytics tools, reporting tools (e.g. Tableau), marketing automation platforms, customer relationship management (CRM) systems, and Microsoft Office Suite.	Yes	

COMPETENCIES



Drives Results

Demonstrates a strong focus on high performance standards and personal achievement. Sets self-stretch goals and works persistently to achieve them. Displays high work focus, high levels of energy, and goes above and beyond to exceed expectations.



Resilience

Remains calm, composed, and optimistic in stressful or high pressure situations. Perseveres in the face of obstacles or setbacks and carries on with the task at hand. Strong drive to finish tasks, will actively seek to overcome potential hurdles.



Humanistic Leader

Perceives and manages emotions in self and others. Relates well to others, with strong interpersonal skills.



Adaptability

Highly open and adaptable to change. Responds to change in an enthusiastic manner and adjusts quickly, with little disruption to workload in the process.



Accuracy & Completion

Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.



Teamwork

Supports and collaborates with team members to achieve targets. Appreciates the benefits of diversity and works well with a variety of people.



Clear Communication

Communicates in a clear, confident, and articulate manner. Is effective at influencing others to see things a given way. Adapts communication style to be appropriate to the audience or group they are presenting to.



Critical Thinking

Critically analyses and evaluates information in a logical way when solving complex problems. Breaks down problems into smaller components and seeks to identify underlying causes.

KEY RELATIONSHIPS

Asset Management and the wider Terra Industrial business unit.

ACKNOWLEDGEMENT

I have received a copy of the Role Clarity and have read, understand and accept its contents.

Team Members Signature: _____

Date: ____ / ____ / ____

Manager's Name: (please print)

Signature: _____

Date: ____ / ____ / ____

The purpose of a role clarity is to provide a job summary that can be used to assist in a number of management activities including recruitment, induction, training, performance management, job evaluation, and job design. The role clarity is supported by, and should be read in conjunction with, other Terra Cat documents such as letters of appointment, policies and procedures, codes of practice and any other materials that provide details about what is to be achieved and how the job is to be performed.

A role clarity is only a summary of the typical functions on the job, not an exhaustive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks and duties of the incumbent may differ from those outlined in the role clarity or other duties, as assigned, might be part of the job. As many jobs evolve over time, your role clarity may be reviewed and updated.