



**We're  
hiring**

## ***Business Analyst***

**Location:** Cairns | **Team:** Business Planning and Analysis

### **About Us:**

North Queensland Airports (NQA) Group owns and manages Cairns & Mackay Airports which includes all airside and landside operations, terminals, car parking and associated land holdings. Cairns Airport is one of Australia's leading regional airports, providing air links to a range of domestic and international locations.

It is the gateway to World Heritage Great Barrier Reef and Tropical Rainforests of North Queensland and is just 7 kilometers from the Cairns CBD.

### **The Role:**

We have a vacancy for an experienced **Business Analyst**. This is a rare and unique opportunity to play an integral role in the NQA Group and to become part of the dynamic company responsible for the management and operations of Cairns and Mackay Airports.

**The purpose of this role** is to provide management reports, analysis and forecasts for Cairns and Mackay Airports.

### **Key Responsibilities:**

To be successful you will combine your financial and data analytics skills together with excellent communication and interpersonal skills supporting the business to deliver their performance objectives.

You will be able to work both autonomously and as part of a team and be effective presenting and articulating the outcomes of your work.

### **Qualifications, skills and experience**

- Tertiary qualifications in Business, Commerce , or a related discipline
- 3-5 years experience in an analytical or similar commercial role (preferred)
- Highly developed business acumen
- Ability to provide insight, communicate, and convey complex and technical matters in clear terms
- Strong computer skills, advanced Excel, especially in working with data
- Quantitative and qualitative analytical skills
- Excellent communication and interpersonal skills
- Effective time management
- Effective in presenting findings and articulating insights

Please refer to the Position Description for full particulars on the role.

**Eligibility:**

Due to the nature of this role, to be eligible for an appointment, you must:

- Have unrestricted rights to work in Australia
- Meet the requirements for obtaining and maintaining an Aviation Security Identification Card. This includes undertaking a pre-employment drug and alcohol screening test and a police background check

**Benefits:**

- Work in Beautiful Tropical North Queensland
- Competitive Salary
- Inclusive team environment
- Unique career opportunity
- Free onsite airport car parking for both business and personal use
- Discount on retail F&B and speciality
- Flexible working options
- 2 Wellness Days per year
- Generous leave entitlements including: 3 weeks personal leave, 14 weeks parental leave.
- Mental health and well-being initiatives
- Employee Assistance Program (EAP)

*Cairns Airport is committed to achieving a diverse team that reflects the community in which we serve and strongly encourage applications from Aboriginal and Torres Strait Islander people.*

**To Apply**, or for more information, please email your covering letter and CV to: [recruitment@cairnsairport.com.au](mailto:recruitment@cairnsairport.com.au)

*Cairns Airport is proud to have been awarded Airport of the Year 2023  
This prestigious award is part of a wide-ranging recognition program that showcases  
the outstanding individuals and businesses positively shaping the growth and  
development of Australia's aviation industry.*



## Position Description



|                          |  |
|--------------------------|--|
| <b>Position</b>          | <b>Business Analyst</b>                          |
| <b>Location</b>          | <b>Cairns Airport</b>                            |
| <b>Department</b>        | <b>Finance and ICT</b>                           |
| <b>Reports to</b>        | <b>Manager Business Planning &amp; Analysis</b>  |
| <b>Number of Reports</b> | <b>Nil</b>                                       |
| <b>Agreement / Award</b> | <b>Cairns Airport Enterprise Agreement (EBA)</b> |
| <b>Classification</b>    | <b>Band 5</b>                                    |

### **Purpose of role:**

- Work across the NQA business in providing reporting and analysis expertise to provide insight and to support the business to deliver on the Core Growth Strategy.
- Assist the business in preparation of budgets and forecasts as required.

### **Characteristics of role:**

- Operate under limited supervision and/or direction.
- Influence operational activities or works as required.
- Participate in the establishment of procedures and work procedures.
- Assist/prepare budgets and make financial decisions.
- May be required to provide supervision, guidance or expert advice to other employees within the team and the broader business units.
- Apply specialist knowledge based on qualifications, previous training and experience.
- Co-ordinate and take control of projects and programs or provide advice to other business unit projects/activities.

### **Accountabilities:**

#### **Analysis and reporting**

- Produce accurate and timely management reports and dashboards, including an analysis of revenue and operational expenditure and relevant non-financial information to inform business teams.
- Provide commercial insight and analysis of results, identifying underlying trends and challenging the business on performance.
- Evaluate and report actual versus planned outcomes of key strategic and tactical decisions.
- Ensure integrity of data (financial from SAP system and other sources) used for decision making to other areas of the business and to external stakeholders.
- Ensure all corporate requirements are met on time and to the required standard.

#### **Budgeting and Forecasts**

- Participate in the preparation and co-ordination across the business financial forecasts and budgets, including revenue, operational and capital expenditure for different timeframes (with one year - budget, five year - business plan and 20 year – Corporate valuation, rolling quarterly forecasts).

#### **Business Partnering and Business Case Development**

- Work with business partners to build financial business cases to support business initiatives.
- Business partnering supporting and challenging the business teams in evaluating business plans and financial issues, including providing pragmatic financial training and proposing recommendations on how to

## Position Description



optimise business opportunities and minimise risk/cost to the business.

- Undertake research and benchmarking exercises to support business initiatives.

### Health, Safety, security and Environment

- Actively promote the need to maintain a safe working environment through implementation of the Safety Management system and workplace related health and safety legislation including the CASA compliant Drug and Alcohol Management Plan (DAMP).
- Comply with local, state and federal environmental legislation, report all environmental incidents and work in accordance with NQA's Environmental and Sustainability Policies including the use of Environmental Work Procedures.

### Environment, Social & Governance (ESG)

- Ensure resources are consumed responsibly.
- Look for opportunities to minimise negative environmental risk and impacts from our operations.
- Look for opportunities to conserve energy and reduce waste.
- Encourage diversity and inclusion and not knowingly engage with stakeholders that could be complicit in human rights abuses.
- Demonstrate a positive culture of being inclusive, fair and respectful.
- Continually work against bribery, corruption, extortion, money laundering, modern slavery and other financial crime.
- Meet the standards and principles we have committed to uphold, follow all internal processes, controls and procedures adopted to govern NQA.
- Make decisions that comply with the law and meet the needs of our stakeholders.

### Corporate Responsibilities

- Comply with all NQA's policies and procedures.
- To actively demonstrate and endorse the Values of Cairns Airport by showing awareness and respect to our community, company, shareholders and stakeholders.

### Relationship Management

*Internal: NQA Management and employees.*

*External: Sponsorship partners, Federal, state and local government bodies, industry associations, Airlines, retailers, airport operators, tourism organisations and operators.*

- Ensure all interactions with internal and external parties are conducted with respect.
- Foster and maintain relationships with NQA.
- Work closely with suppliers to ensure projects are delivered efficiently.
- Participate in industry forums or committees as required and keep executive managers up to date with relevant information.

### Customer service

- Ensure a high level of customer satisfaction is maintained at all times.
- Customer complaints/feedback are dealt with promptly.
- Continually improve services provided to management and employees.
- Extend and measure the customer experience at all levels (internal & external) of our offerings.

### Qualifications, skills and experience

- Diploma or degree qualifications in Business, Commerce or related discipline.
- 3-5 years' experience in an analytical or similar role.
- Experience in an analytical role in a complex organisation.

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- Highly developed business acumen and commercial skills, identifying opportunities for Revenue optimisation and/or Expense management.
- Ability to provide insight and convey complex and technical matters in clear terms.
- Superior Microsoft Excel skills and strong experience in downloading, interrogating and analysing data from multiple sources using data reporting tools.
- Success in developing capability through transferring knowledge to business teams.
- Proven communication and influencing ability across the business - pragmatic in business partnering to implement initiatives.
- High level interpersonal, relationship building and influencing skills.
- Demonstrated problem solving, conflict resolution and negotiation skills.
- Excellent organisational, time, task and priority management.
- Advocate for teamwork, collaboration and customer service.

### Acknowledgement

I \_\_\_\_\_ acknowledge that I have read and understand the above

*Employee Name (Print)*

*position description in its entirety and am capable of performing all of the stated requirements. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer's right to alter this Role Description from time to time in accordance with company requirements.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*