

Business Operations Analyst

Do you want your work to make a difference for NSW?

Together, we create thriving environments, communities and economies.

- **Aboriginal targeted opportunity – E07 Business Operations Analyst**
- **Lead role in performance reporting to internal and external stakeholders with the BCT**
- **Permanent full-time opportunity based in Parramatta, or elsewhere by negotiation**
- **Salary based on experience and ranges from \$97,933 to \$108,202 pa plus super**

The Biodiversity Conservation Trust (BCT) is currently seeking to appoint a Business Operations Analyst to provide a broad range of business operations and project support to enable its diverse and complex program of work.

This is a targeted role under GSE Rule 26 and Aboriginal people are encouraged to apply.

About You

You will collaborate with staff across the BCT to

- Collect and manage information and data on performance against KPIs
- Operate information and records management systems
- Implement systemic improvements
- Support governance and technical committees
- Maintain contacts and networks within the cluster and with key external agencies

You will support the development of strategic business planning across the organisation through the identification and assessment of risks and opportunities relating to information and data governance.

This is an excellent opportunity for an experienced business operations professional to join a dedicated and high performing team together with significant opportunity to support the design and delivery of information governance initiatives to drive efficiencies in the achievement of the BCT's strategic goals. We also offer career development and advancement opportunities.

There will also be a virtual information session for this role held by the hiring manager on Wednesday, 9 November at 1:00pm, please visit workfor.nsw.gov.au for more information.

To Apply

Applications close 14 Nov 2022 at 11:55pm

Should you require further information about the role please contact Daniel Brake via daniel.brake@bct.nsw.gov.au or on 0432 950 410.

To apply visit the workfor.nsw.gov.au quoting reference number **524129**