



Position description

Position title	Business Intelligence Analyst – Portfolio Management	Location	Brisbane
Function	Asset Management	Reports to	Associate Director - Portfolio Management

Purpose and scope

The Business Intelligence Analyst works as a part of the Portfolio Management team, taking a central role in the quality assurance of data processing, analysis and reporting on CEFC's portfolio of investments.

The role oversees data collected in a data warehouse that draws information from multiple databases across the business. It requires a well-rounded analyst to be the interface between IT and the commercial/operational needs of the broader business, delivering practical business outcomes utilising existing IT capabilities. It requires a strong analytical mindset, paired with an effective approach to communication, influencing and problem-solving.

Based on sound analysis conducted, the role is expected to effectively communicate portfolio insights and findings to rest of the organisation. This will include identifying opportunities to garner better insights from the portfolio's performance over time and which can be used to better inform CEFC investment and industry activity and stakeholder engagement.

The role involves:

- Working closely with the Investment team in advance of transactions reaching contractual close to effectively capture accurate transaction information
- Being part of the asset management team, partnering with portfolio managers to produce portfolio analysis and reports required to cover a range of stakeholder needs
- Providing regular reports to the Asset Management Committee (and ultimately Board), covering portfolio performance and ad-hoc analysis needs
- Working with other business units to capture and synthesise requisite information for specific initiatives/reporting (e.g. Annual Report, ESG and government reporting)
- Work with the IT team to develop POWER BI reports that are accessible, insightful, and meet the evolving needs of the broader business

Key relationships

Internal	Investment, Clean Futures, Finance, Risk, Marketing & Communications, Information Technology, Government & Stakeholder Relations
-----------------	--

Duties and responsibilities

- Review and validate project data as investment commitments are made and then ensure integrity of data and utilisation through the investment cycle
- Identifying and ensuring relevant, appropriate information is captured in CEFC's system and that this information is maintained and updated. This relates to both existing reporting and for new initiatives/reporting

- Pro-actively seek opportunities to interrogate data to draw out themes and insights from the portfolio and/or improve how information is used, reported and communicated. This facilitates a more informed assessment of investment and portfolio performance and risk as well as opportunities for CEFC investment, industry activity and stakeholder engagement. Whilst this will predominantly entail working with Portfolio Management team, it will also involve other business units
- Preparing regular reports and/or ad hoc analysis for the Portfolio Management team and other business units, including for reporting to the Asset Management Committee, Executive Investment Committee, Executive Risk Committee, other committees and CEFC Board
- Oversee the deployment of data to the data warehouse, critically evaluating and screening data, to identify any issues
- Developing and maintaining policies and procedures regarding collating and analysing data
- Work with the IT team to develop improved reporting tools that make our data more accessible to the broader business
- Monitor analytics and metrics results
- Extending knowledge of Business Intelligence, including training users on available systems and reports, to provide wider data accessibility
- Identify opportunities to improve processes and strategies with technology solutions
- Provide reports, processes and Excel VBA applications through the application life cycle

Key skills, knowledge, experience, and qualifications

- Significant experience working with data warehouses and running database enquiries
- Hands-on experience as a data steward with a commercial focus and an ability to synthesise complex and/or large amounts of data relevant to business needs
- Data modelling and visualisation
- Database management and reporting
- Business intelligence
- Demonstrable experience working with POWER BI (or similar program) preferred
- Critical-thinking and problem-solving
- Communication skills
- Bachelor's degree in business, business intelligence or related field required
- 5+ years' experience in a business intelligence role
- Ability to understand and find appropriate applications for data and analyse results