

Advanced Analytics Specialist			
Level	2B	Location	Brisbane
Department	Business Performance & Advisory	Division	Advanced Analytics
Group	Office of CFO	Direct Reports	None
Reports to	Manager, Group Business Advisory & Advanced Analytics	Manager once removed (MOR)	GM Business Performance & Advisory
Created	April 2018	Updated	April 2018

## Goals

My Role:	The Advanced Analytics Specialist would be responsible for the forecasting and research of the drivers of a multitude of operational, customer and financial categories. The individual would also be expected to include and develop new sources to analyse operational metrics
My Department:	<ul style="list-style-type: none"> <li>Building upon and drive the success of the Better Business program across the Group</li> <li>Tackle high impact, strategic challenges and opportunities across the Group using in-house consulting and advanced analytical expertise</li> <li>Introduce and develop a long term (3-5+ year) view of Group business performance to support decisions related to fleet, infrastructure and other long-term capital projects</li> <li>Guide the strategic allocation of capital and capacity to maximise overall Group performance</li> </ul>

## Expertise

	Must have	Great to have
Knowledge	<ul style="list-style-type: none"> <li>Advanced excel based user</li> <li>Ability to create various operational models as required</li> </ul>	<ul style="list-style-type: none"> <li>Aviation/ Logistics &amp; Transportation experience</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>Bachelor's degree in Economics, Statistics, Finance.</li> <li>Previous experience in Advanced Analytics</li> <li>Advanced user knowledge of analytical tools such as SAS, Cognos, R etc</li> </ul>	<ul style="list-style-type: none"> <li>Advanced degree in Economics or statistics preferred</li> </ul>
Skills	<ul style="list-style-type: none"> <li>High organizational skills</li> <li>Ability to multi-task &amp; prioritize</li> <li>Strong time management skills</li> <li>Exceptional attention to detail</li> <li>Flexible and proactive approach to work</li> <li>Great written &amp; verbal communication skills</li> <li>Strong communication skills</li> <li>Ability to converse with Senior Management</li> </ul>	<ul style="list-style-type: none"> <li>Experience in setup of databases</li> </ul>

	<ul style="list-style-type: none"> <li>Ability to write database queries for successful data analysis</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Previous operational research experience preferably in the aviation industry</li> <li>3-4 years of experience in Advanced Analytics</li> </ul>	<ul style="list-style-type: none"> <li>Aviation experience</li> </ul>

## Key Accountabilities

Accountability	Major activities	Performance Indicators
1. Data Analysis & Benchmarking	<ul style="list-style-type: none"> <li>Perform ad hoc analysis to support multiple departments by compiling historical data as well as forecasting future trends.</li> <li>Research and evaluate industry trends, practices, and operational methodologies to continually improve overall company operational philosophy and performance.</li> </ul>	<ul style="list-style-type: none"> <li>Reports include relevant benchmarking information and analysis</li> <li>Information is presented in a user friendly manner</li> </ul>
2. Statistical Analysis/ Predictive Modeling	<ul style="list-style-type: none"> <li>Utilize a variety of statistical and analytic methods to generate data models to help predict and explain business and operational trends to senior leadership and other division stakeholders</li> <li>Validate and improve existing assumptions and processes; communicate informed conclusions and recommendations to senior leadership to improve business processes.</li> <li>Champion a culture of business analytics and serve as a centre of excellence for trusted data integrity and analysis needs</li> </ul>	<ul style="list-style-type: none"> <li>Relevant models utilised for analysis</li> <li>Databases set up to ensure long term benefit and data capture</li> </ul>
3. Business Intelligence	<ul style="list-style-type: none"> <li>Support the Business Intelligence model by providing data analysis on key initiatives, and act as a data subject matter expert to align internal customer needs with IT technical requirements to ensure the BI infrastructure is robust and competitive</li> <li>Coordinate cross divisional operations analysis and research by providing a common methodology and standard analytic approach in problem-solving and data-driven decision support</li> </ul>	<ul style="list-style-type: none"> <li>Established relationships with IS</li> <li>Input into corporate data warehouse</li> <li>Timely completion of analysis as per agreed project plans</li> </ul>

4. Systems & Processes	<ul style="list-style-type: none"> <li>▪ Setup relevant systems and processes to enable a successful Advanced Analytics entity within Operations Planning</li> <li>▪ Identify and implement data analytical tools as required to support the function of Advanced Analytics</li> <li>▪ Development of tools using programming languages such as Java, C++, R etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Successful implementation of tools and processes as identified</li> </ul>
5. Relationship Building	<ul style="list-style-type: none"> <li>▪ Ability to summarize and present data into meaningful information</li> <li>▪ Establish relationships within the Operations group at senior levels</li> <li>▪ Excellent communication skills including ability to effectively interact with teams at various levels</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data and facts are presented in a concise manner</li> <li>▪ Senior management feedback on presentations</li> </ul>
6. People Leadership	<ul style="list-style-type: none"> <li>▪ Develop team of analysts as required</li> <li>▪ Lead by example</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employee engagement &amp; turnover</li> </ul>

**Competencies** are relevant to every Virgin Australia team member. Please refer to the Virgin Australia Behavioural Guide for further detail specific to your position.

- Continuous Improvement and Strategic Focus
- Critical Thinking and Analysis
- Organisational and Social Commitment
- People and Leadership
- Personal Awareness and Effectiveness
- Service Delivery
- Vivacity

## Key Interactions

Internal:	General Managers and Group Executives, and their respective teams
External:	External service providers

## Major Challenges

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## Our Expectations

### You are expected:

1. To be the ultimate Virgin Australia ambassador through living, breathing and promoting the Virgin Australia Values.
2. To demonstrate our Leadership Behaviours; Act with integrity, Be decisive, Act quickly, Listen to Guests and team members and Take responsibility.
3. To comply with and actively support all position, department and company policy and procedures

4. To be a team player – supporting a one in all in approach and a first to know, best to deal with
5. To demonstrate our Safety First philosophy – First to find, first to fix! Ensuring that you keep our workplace fair and safe – free of all forms of discrimination and harassment and free from injury and incident.
6. To engage the very best of your personality and enthusiasm and create memorable, positive and fun experiences for all.

**Sign Off**

I have read and understand the requirements of this position. I agree to consult with my Manager or Leader should I not understand the key accountabilities or expectations of me. I will carry out the position to the best of my ability and understand I must meet required performance standards and targets. I accept the responsibilities of the position as outlined above.

I understand the position description for my role is constantly evolving, based on emerging priorities and shifts in organisational and department needs, and therefore will be updated from time to time.

Team member name:	Signature:	Date:
Manager/Leader's Name:	Signature:	Date: