

# Beaton Consulting

## Position Description: Business Analyst

August 2007

**Job Purpose** Increase the effectiveness and productivity of consultants and the performance of Beaton Consulting by conducting research and analysis to support client and internal projects.

**Accountabilities** Quality and timeliness of research, analysis and information provided for external and internal clients.

**Key Performance Indicators** Client feedback on the quality of the analyses provided  
Consultant feedback on the usefulness and timeliness of the information and analysis provided  
Time billed to and recovered from clients

### Key Tasks

#### Beacon

- ◆ Support the conduct of Beacon fieldwork and the analysis of data gathered
- ◆ Take a lead role in writing Beacon reports

#### Client Projects

- ◆ Undertake data analysis for client projects, as requested by consultants
- ◆ Gather information from external sources including the Internet, on-line databases, libraries and third-party suppliers.
- ◆ Draft sections of client reports

#### Internal Projects

- ◆ Train and support consultants and others to use Beaton Consulting databases including Fabrik
- ◆ Provide analytical support on projects as requested
- ◆ Preparing short briefings for consultants, such as basic background on prospective or new clients.
- ◆ Conducting Beaton Consulting proprietary research and writing up draft reports, under supervision

<b><i>Relationships</i></b>	<p>Beaton Consulting clients in conjunction with a consultant</p> <p>All Beaton Consulting Principals and consultants</p> <p>All other Beaton Consulting staff</p> <p>Wellmark staff on joint assignments</p>
<b><i>Skills and Knowledge</i></b>	<p>Competent in management concepts and analyses</p> <p>Ability to prepare industry analyses</p> <p>Well developed oral skills</p> <p>Excellent written skills, particularly report writing</p> <p>Highly literate in all Microsoft Office applications (especially Excel and PowerPoint)</p>
<b><i>Experience and Education</i></b>	<p>First degree in a relevant discipline e.g. business, marketing, management, psychology etc, possibly with a second/combined degree</p> <p>No specific experience is required, however, work experience (particularly in a relevant field) is valued</p>
<b><i>Behavioural Competencies</i></b>	<p>Analytical thinking</p> <p>Initiative</p> <p>Self-confidence</p> <p>Commercial awareness</p> <p>Customer service orientation</p> <p>Energy and enthusiasm</p> <p>Self recognition</p>
<b><i>Location</i></b>	<p>Melbourne</p>