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| Job Description Template  For Internal Use Only | cid:image004.png@01D122D8.91B825E0 cid:image001.png@01CF3C4C.D0B4BAC0 L:\_NthRyde\JC\Talent Acquisition ANZ\DeptOnly\ADMIN\LOGO\JJP Logo.jpg | | | | | | |
| **Position Details** | | | | | | | |
| Position Title: | Project analyst (6 Months Fixed term) | | | | | | |
| Department: | Finance | | | | | | |
| Paygrade: | 25 | | | | | | |
| Supervisor Title: | Product Lifecycle Manager ANZ | | | | | | |
| Physical location of the position: | Sydney | | | | | | |
| Geographic scope of the position: |  | | | | | | |
| Date of JD Draft: | 08.01.2017 | | | | | | |
| **Position Purpose**  In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why** | | | | | | | |
| * Analyst will work closely with the project lead to deliver project status reporting, data, analytics and leading relevant project meetings for the execution of the project. | | | | | | | |
| * Project analyst will be responsible for development of models to identify and optimize ESO inventory through Tableau and Excel. | | | | | | | |
| * The role will be an initial 6 month contract to drive phase II and Phase III of the project to benefits realization. | | | | | | | |
| **Key Responsibility Areas**  In order of importance, briefly describe, in sentence form, the key responsibilities of this position (principal duties and responsibilities of the position) as it exists today. Describe the job, not the person in job. Each item listed below should be a key responsibility of the person, not a day-to-day activity.)  Typically, job descriptions should contain no more than seven or eight key responsibilities ranked in order of highest percentage time to least. | | | | | | | |
| **Approximate Percentage of Time** | **Key Responsibilities Areas** | | | | | | |
| **80%** | Project development and execution for Synthes ESO optimisation and reduction  Provide decision support and financial modelling for the project.  Provide sensitivity and scenario analysis on cost and benefits for stage II and Stage III  Provide insights/variance analysis on Inventory segmentation and Inventory optimisation.  Develop Benefit realization maps and tracking mechanisms for key project decisions. | | | | | | |
|  | Deliver project status reports, risk register and project communications. | | | | | | |
|  | Lead project meetings with project manager | | | | | | |
|  | Delivery of ESO insights to commercial marketing teams through Tableau and Excel | | | | | | |
|  | Collaborate with Marketing, Supply chain teams and finance to execute stages of ESO optimisation project | | | | | | |
|  | Data mining in SAP, Cognos and combining large data sets to derive insights to review portfolio optimisation for DepuySynthes commercial business. | | | | | | |
| **15%** | Attend and lead project meetings  Attend selected S&OP’s meetings | | | | | | |
| **5%** | Compliance wire, other training. | | | | | | |
| **Competencies**  The Competency requirements for this role. | | | | | | |
|  | | | **Learning** | **Applying** | **Leading** | **Expert** |
| Change management/Collaboration | | |  | **X** |  |  |
| Project Management | | |  | **X** | **X** |  |
| Analytics skills (BIG data, statistics) | | |  | **X** | **X** |  |
| Strategic Thinker / commercial acumen | | |  | **X** |  |  |
| Results and Performance Driven / Sense of Urgency | | |  | **X** |  |  |
| Credo and ethical standards | | |  |  |  | **X** |
| **Scope of Role** | | | | | | |
| Customers/ Account contacts | | On Exception. | | | | |
| Purpose of activities | | To provide the DepuySynthes Commercial Business and Supply chain teams with scenario planning models, insights and outcomes to assist in optimal decision making on Inventory optimisation. | | | | |
| Impact of activities and decision-making | | High impact within the DepuySynthes Commercial Business/Finance and a subsequent indirect impact on external customers. | | | | |
| Level of autonomy/ supervision received | | High autonomy / Medium supervision | | | | |
| **Role Dimensions** | | | | | | |
| Communication with others outside Company | | Low. | | | | |
| Communication with others within Company | | High Contact – need & ability to influence internal stakeholders across various functions with JJM. This person is critical to provide analytical insights to enable effective decision making. | | | | |
| Resource Management | | N/A | | | | |
| **Skills, Knowledge and Experience** | | | | | | |
| Required qualifications: | | Preferred minimum education:  Undergraduate Degree, Masters or higher qualification in Business/Commerce  Preferred area of study:  Finance, Economics, Mathematics, Statistics or Health Economics  Preferred related industry experience:  Corporate Finance, Economics or Health Economics preferred.  Other qualifications: | | | | |
| Knowledge and Experience: | | * Strong analytical skills with experience in data analysis in Excel (Solver, Statistics, ROI/NPV calculations) and advanced visualisation techniques in Tableau * Leadership in business partnering with commercial stakeholders in deriving commercial insights from data to enable optimal decision making * Exceptional oral and written communication skills to deliver complex information in an easily understood manner across the sales/marketing organization * A logical approach to problem solving * Attention to detail and accuracy * Strong presentation & interpersonal skills | | | | |

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| **Key Working Relationships**  Identify the most important working relationships with people inside and outside the company including customers, vendors, associations, etc. | |
| Internal: | Supply Chain, Marketing (DS), Sales, Regional Planning Team and CLS. |
| External: | Limited. |

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| **Other:** | | |
| Travel on the job: yes/no | Percentage travelled: | Type travel: Domestic  International |
| Supervisory responsibilities: yes/ no | No |  |
| No. Direct reports: | No |  |