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## POSITION DESCRIPTION

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|--------------------------------|-------------------------------|
| <b>Position:</b>               | Business Intelligence Analyst |
| <b>Location:</b>               | Petone, Wellington            |
| <b>Business Area:</b>          | Business Analytics            |
| <b>Group:</b>                  | Finance and Analytics         |
| <b>Reporting to:</b>           | Head of Finance and Analytics |
| <b>Delegated Authority:</b>    | Nil                           |
| <b>Staff Responsibilities:</b> | Nil                           |
| <b>Issue date:</b>             | May 2021                      |
| <b>Role type:</b>              | Full time, permanent role     |

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### Our Role

New Zealand Thoroughbred Racing (NZTR), is the governing body of the thoroughbred racing industry in New Zealand and we represent the interests of thoroughbred industry stakeholders.

NZTR exists to provide the thoroughbred racing industry with leadership and direction by:

- a) Ensuring that the thoroughbred code is effectively administered;
- b) Determining its strategic direction; and
- c) Ensuring its health and competitiveness with other sports and entertainment options.

NZTR is also responsible for developing all racing industry training programmes in New Zealand and operates a number of dedicated apprentice schools across the country.

We are based in Wellington and share the same building as TAB NZ and Greyhound Racing New Zealand (GRNZ).

Our challenge is to make sure that everything we do meets one simple test - what is best for New Zealand thoroughbred racing.

### Your Role

The purpose of the Business Intelligence Analyst position is to provide analytical and reporting services on racing specific data and to support business units with funding policy, financial and performance metrics.

The role works with Subject Matter Experts (SMEs) across NZTR providing regular and ad-hoc data reporting analysis.

## Working Relationships

| Internal   | External   | Boards and Committees   |
|--|--|---|
| <ul style="list-style-type: none"> <li>▪ Head of Finance and Analytics</li> <li>▪ GM Customer</li> <li>▪ NZTR Finance Team</li> <li>▪ Other NZTR Team members</li> </ul> | <ul style="list-style-type: none"> <li>▪ Racing Club Managers</li> <li>▪ Racing Club Finance Managers</li> <li>▪ TAB NZ staff</li> <li>▪ Health and Safety representatives of TAB NZ, GRNZ, etc.</li> <li>▪ Other parties as required for specific projects</li> </ul> | <ul style="list-style-type: none"> <li>▪ NZTR Racing &amp; Integrity Sub-Committee</li> </ul> |

## Key Accountabilities

| Key Result Area                       | Accountabilities   |
|---------------------------------------|--|
| <b>Statistical Reporting</b>          | <ul style="list-style-type: none"> <li>• Derive insights from clubs, racing and customer data to inform good decision making in line with business strategy</li> <li>• Reporting includes, but not limited to, regular KPI reports, quarterly racing statistics, annual club analysis and project related racing and customer reports</li> </ul> |
| <b>Funding Model</b>                  | <ul style="list-style-type: none"> <li>• Ensure payments made to clubs for meetings are in line with the approved funding model. Update the model with actual race day payments made to clubs by meeting to support the annual audit process and control environment</li> </ul>  |
| <b>Funding Policy</b>                 | <ul style="list-style-type: none"> <li>• Develop a full understanding of the Club Funding Policy and contribute to its future development</li> </ul>   |
| <b>Dates Process</b>                  | <ul style="list-style-type: none"> <li>• Provide support for the planning of the annual Dates process</li> </ul>   |
| <b>Special Projects</b>               | <ul style="list-style-type: none"> <li>• Provide support in the development and delivery of projects as identified by the Executive Team</li> </ul>  |
| <b>Turnover Information</b>           | <ul style="list-style-type: none"> <li>• Produce the NZTR turnover figures each week and circulate them as appropriate</li> </ul>  |
| <b>Wagering Analysis / Racefields</b> | <ul style="list-style-type: none"> <li>• Provide support in the collation and analysis of betting data from all wagering operators approved to bet on NZ Thoroughbred Racing</li> </ul>  |

## Person Specification

- Graduate - 2 years' experience (if experienced, in a similar role with a focus on business intelligence reporting)
- Demonstrates an understanding of accounting principles
- Demonstrates financial and business acumen – ability to interpret and provide analysis on racing club race meeting profit and loss and club end of year financials
- Ability to present financial information so that it is easily understood by the audience
- Demonstrated knowledge and / or experience of analytical and problem-solving techniques
- Ability to use technology to improve business operations and customer service
- Ability to deliver results
- Ability to manage multiple vendors across projects
- Demonstrated experience in managing relationships
- Ability to understand an individual racing club's situation and environment
- Advanced knowledge of Microsoft Excel and knowledge of the Microsoft suite of products
- Interest and knowledge of Thoroughbred Racing (desirable)
- Appropriate tertiary business management qualification (preferable)

## Attributes/Success Factors

- Self-managing through excellent prioritising, planning and organisational skills
- Effective in managing projects (or tasks) to timelines demonstrating attention to detail
- Excellent interpersonal skills with the ability to build positive relationships with internal stakeholders
- Ability to work in a proactive, self-prioritising manor
- Effective communicator – written and spoken
- Works in partnership with peers
- Exercises sound judgement in decision-making
- Has a high level of integrity and ability to maintain discretion and strict confidentiality concerning all information obtained
- Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected
- Shows an interest in the sport of racing and wagering

## Other Requirements

- Willing to travel to fulfil job requirements