

# Advertisement –Position Vacancy Business Process Analyst



November 2023

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We are looking for a process orientated, analytical thinker to help capture and evolve our ways of working.

Joining our Business Transformation team, you'll drive continuous process improvement across the organisation, including improvements in the capture and management of Foodbank Victoria's process and systems knowledge. You will have oversight of our process knowledge management and ensure consistency and streamlining of processes. Use your strong relationship building skills to collaborate with all key stakeholders on continuous improvement initiatives and business needs.

## Why Foodbank:

We've been putting meals on the table for vulnerable Victorians since 1930. Meeting them where they are, on their terms, with solutions they need. Not only do we provide food to over 450 charities so they can feed their communities, but our direct distribution of free food is growing at a fast rate. From our 18-metre supermarket on a bus and Farms to Families fresh food regional markets, to our School Breakfast Club Program which now services over 1,000 Victorian schools, our coverage is expanding.

## Why we're right for you

You'll join a passionate and creative team based in Yarraville, Melbourne where the village vibe, art deco dwellings and coffee culture are legendary. Our mission is critical, our vision is bold, and our marketing plans are ambitious. You know that cliché 'no two days are the same'? Ours is more like 'no two hours are the same.'

## What you'll do:

- Drive continuous improvement initiatives for Foodbank Victoria while collaborating with all key stakeholders.
- Work with key stakeholders to provide effective analysis, insight and recommendations on progress of Foodbank Victoria continuous improvement initiatives.
- Coordinate and facilitate process improvement workshops in line with organisational methodology and schedule.
- Coordinate process improvement projects, working with stakeholders to ensure objectives are achieved and impact measured.
- Support analysis and development of detailed business requirements.
- Map current and future business processes with input from relevant stakeholders.
- Support the organisation to ensure all process documents are up to date, accurate and accessible to relevant stakeholders.
- Contribute to the development, implementation and improvement of document control systems and processes.

## Why you're right for us:

- You want to be a part of a brand that's been around for over 90 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.
- Relevant tertiary qualification or equivalent work experience as a Business Analyst or Process Analyst.

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- Previous exposure to continuous improvement principles.
- Understanding of document control and change management processes.
- Familiarity with supply chain processes highly valued.
- Exposure to project business administration.
- Well-developed written and verbal communication skills.
- Excellent organisation and time management skills.
- Ability to work independently and within a team environment.
- High level of experience in the use of Microsoft office programs, including Outlook, Word, Excel and PowerPoint.
- Ability to present complex information in a clear and concise manner.
- Excellent communication skills to engage stakeholders.
- Ability to adapt to change, problem-solve, and make informed decisions in dynamic environments.
- Attention to detail to ensure accurate documentation and reporting.

#### We can offer you:

- Access to salary packaging benefits to increase your take home pay
- Staff satisfaction rates above 80%
- An organisation focused on employee wellbeing
- Supportive team environment that embraces change and innovation

#### Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at [www.foodbankvictoria.org.au](http://www.foodbankvictoria.org.au) and get to know us before you apply.
- Email your application to [employment@foodbankvictoria.org.au](mailto:employment@foodbankvictoria.org.au)
- Applications to include an up-to-date resume and cover letter