

Position Description

This position	Strategy Analyst
Your directorate	Chief Operating Office
Your stream	Strategy Office
You'll report to	Head of Strategy Office
Reviewed	August 2026

Uniting's purpose & values

When you're part of Uniting NSW.ACT, you're part of a diverse, purpose-led team of people who are really making a difference to the world around them.

We contribute to the work and mission of the Uniting Church in NSW and the ACT through social justice advocacy, community services and spiritual care. We provide care and support for people through all ages and stages of life, with a focus on people experiencing disadvantage and vulnerability. Our purpose is to inspire people, enliven communities and confront injustice.

Uniting leaders and employees work together to create a culture that is safe, inclusive, and person-centred. We bring this to life every day through our values: compassionate, respectful, imaginative, and bold.

Uniting acknowledges the continuing sovereignty and rich cultural diversity of Australia's First Peoples. We pay our respects to all Elders – past, present, and emerging – and to all First Peoples on whose lands we live and work.

Uniting is a Child Safe Organisation committed to promoting the safety, wellbeing and inclusion of children and young people.

About this role

This position is responsible for playing an important role in helping the Strategy Office turn enterprise strategy into clear priorities, aligned plans, credible reporting and practical action. Sitting within the Strategy Office, this role supports strategic analysis, executive content creation, integrated planning, prioritisation, Board reporting and the operating rhythm that helps Uniting execute their strategy with clarity, discipline and confidence.

This role is suited to a strategy professional with 4+ years' experience in strategy execution, planning, reporting or business analysis, who is ready to operate with greater enterprise exposure and judgement.

This role works closely with the Strategy Execution Lead and Head of Strategy Office to support the delivery of enterprise planning, prioritisation, reporting and strategy reporting or analysis activities.

The role supports the Strategy Office by helping to synthesize information into clear insights, prepare executive-level content, and maintain line of sight across priorities, plans, measures and emerging issues. It requires someone who can work confidently through ambiguity, engage effectively with senior stakeholders, and contribute to the clarity, discipline and decision support needed for strategy execution.

Your key accountabilities

As the Strategy Analyst within the Chief Operating Officer directorate, your role will:

- Support development of strategy papers, executive briefings to the Board and the Uniting Leadership team.
- Synthesise information from plans, measures and reports into clear insights, narratives and recommendations.
- Support strategy execution by working with the Strategy Lead and Directorate stakeholders to clarify strategic initiatives, owners, milestones, dependencies, capacity assumptions into an Enterprise Implementation Plan.
- Support strategic prioritisation processes by preparing materials, collating inputs, testing alignment to enterprise priorities, and helping turn discussion into clear options, recommendations and next steps.
- Support working sessions with Directorate Heads Of, initiative owners and enabling functions to explore strategic issues, surface trade-offs, test options and build alignment.
- Support performance reporting for strategic measures, significant projects and enterprise planning forums, including helping distinguish between verified results, emerging signals, risks and unresolved issues.
- Generates evidence for decisions, by building good visibility of strategic matters, including dependencies, risks and issues.
- Support environmental scanning, research, enterprise options analysis and strategic reviews by gathering evidence, synthesising findings and identifying emerging risks, opportunities and trends.

Your key capabilities

Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively, and steps in wherever needed, while focusing on adding value to the process, decision and output.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- **Willingness and ability to step up** - Demonstrates the initiative, confidence and adaptability to take on more complex responsibilities when required, including facilitating

discussions, leading discrete workstreams and representing the Strategy Office in selected forums, while seeking guidance and support appropriate to the situation.

- **Timeliness of work** - Sets achievable time frames and works to complete projects, tasks, and duties on time.

Business Acumen

- **Organisational Operation** - Displays awareness of Uniting's strategic objectives and understands how personal objectives relate to those objectives.
- **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
- **Understands strategy execution** – Recognises how priorities, plans, measures, governance and strategic decision-making connect.
- **Analyses information effectively** – Synthesises qualitative and quantitative inputs into clear insights, practical recommendations and decision support. Understands how enterprise priorities, Directorate plans, reporting and governance processes interact to support strategy execution
- **Supports integrated planning & processes** – Understands milestones, dependencies, capacity, owners and decision points, and also identifies practical ways to simplify, standardise and improve Strategy Office tools and workflows.
- **Structured thinking paired with constructive challenge** – Uses frameworks, templates and logic to organise complex issues, test assumptions and identify gaps. Contributes thoughtful challenge and alternative perspectives to strengthen analysis, planning and advice.
- **Maintains evidence discipline** – Sources information carefully, checks accuracy and flags assumptions or unresolved issues clearly.

Your qualifications, experience & skills

Qualifications:

- Bachelor qualification in a relevant business field, public policy, planning, strategy, transformation, project management or equivalent experience in a relevant field. (desirable)

It is essential your experience & skills will cover:

- Typically, this role will require **4 to 6 years' experience** in strategy, planning, business analysis, consulting, transformation office or related disciplines.
- Demonstrated ability to produce high-quality analysis, executive content, presentations and decision-support material for business audiences.
- Strong stakeholder engagement and communication skills, with experience supporting workshops, planning forums, governance processes or discussions involving multiple perspectives.
- Experience working effectively through ambiguity, bringing structure, clarity and

organisation to complex or emerging issues.

- Experience influencing outcomes through analysis, collaboration, preparation and relationship management rather than direct authority.
- Strong analytical thinking and problem-solving capability, including the ability to identify connections, dependencies, risks and implications across multiple sources of information.
- Demonstrated ability to integrate qualitative and quantitative information into clear insights, recommendations and practical next steps.
- Experience supporting strategic planning, business planning, reporting, performance management, governance or related activities.
- Demonstrated ability to balance competing priorities, stakeholder needs, deadlines and information requirements when producing quality outputs.
- Demonstrated initiative, professional maturity and willingness to operate with increasing levels of autonomy, responsibility and enterprise exposure.
- Experience translating complex, ambiguous or contested issues into clear options, recommendations and decision support.
- Highly competent in the use of AI and contemporary productivity tools to accelerate analysis, content development, reporting and workflow efficiency.

Even better:

- Experience in large, complex or frontline-focused organisations such as human services, healthcare, community services or government.
- Exposure to strategic reviews, environmental scanning, enterprise research, options analysis, innovation activities or strategic foresight approaches.
- Exposure to portfolio, program or project management disciplines, including planning, governance, reporting, change or delivery practices.
- Postgraduate qualifications in management, strategy, public policy, business or related fields.

Employee Name:		Managers Name:	
Date:		Date:	
Signature:		Signature:	