Strategic Business Analyst
Position Description

Direct Reports:	**None**
Group:	Ag Emissions Centre
Indirect Reports:	None
Key Relationships:	Ag Emissions Centre Science, MPI ANM Team; AgriZero
Location:	The Old Dairy Factory, Palmerston North
Position Title:	Strategic Business Analyst
Reports to:	Strategy, Impact & Engagement Manager

WHO WE ARE

The Ag Emissions Centre plays a critical role in New Zealand's efforts to reduce emissions through shaping, funding and managing a research and development portfolio, building capability and infrastructure, and partnering with others nationally and internationally to deliver on our ambition and outcomes. The Ag Emissions Centre is an independently funded and managed business hosted by the Bioeconomy Science Institute, Maiangi Taiao.

Reducing agricultural emissions is a critical contribution towards mitigating the impacts of climate change, meeting national and international emissions targets, and ensuring our primary industries thrive and continue to play their vital role in the New Zealand economy. The Ag Emissions Centre aims to discover, develop, and make available practical and cost-effective technologies and practices for New Zealand farmers and growers to reduce agricultural greenhouse gas emissions.

The Ag Emissions Centre is a key part of the Government's approach to reducing agricultural emissions. In delivering to our vision and objectives we work with research organisations, government, Māori, the agri-industry, and farmers.

The Ag Emissions Centre currently manages a research portfolio comprising approximately $40M per annum with contracting of both New Zealand and internationally based organisations and programmes.

POSITION SCOPE & PURPOSE

The Strategic Business Analyst supports the Ag Emissions Centre to turn complex questions, information and opportunities into clear, evidence-based insights and practical action. Sitting within the Strategy, Impact & Engagement team, this role works across programmes, projects and external networks to connect information, identify patterns and opportunities, assess potential impact, and deliver discrete pieces of strategic work from initial question through to a useful outcome.

The role requires someone who is highly curious and analytical, but equally comfortable getting things done and driven to deliver to deadlines. They will be able to take an ambiguous question, determine



what information is needed, find and assess that information, connect insights across multiple sources, and translate the findings into a clear recommendation, framework, tool or completed project.
A strong understanding of emerging AI tools and the ability to use them effectively for research, analysis, synthesis and productivity will be important.

How this role adds value:

- Strategic analysis supports better decisions.
- Project delivery turns ideas into completed work.
- Impact and value analysis tests whether work creates meaningful value.
- Research and environmental scanning finds, assesses and translates evidence.
- Stakeholder intelligence identifies who matters and why.
- Data strategy unlocks value from data and information.
- AI-enabled ways of working improve the speed and quality of research, analysis and delivery.

KEY ACCOUNTABILITY AREAS

STRATEGIC ANALYSIS AND INSIGHT

Undertake analysis to support strategic decisions, investment choices and future programme development. This Includes:

- Investigate complex or loosely defined strategic questions.
- Bring together information from internal programmes, research, industry, government and international sources.
- Identify patterns, gaps, dependencies and opportunities that emerge when projects are considered collectively.
- Test assumptions, risks and uncertainties, and determine what the available evidence does and does not tell us.
- Develop and assess strategic options and investment recommendations, considering likely impact, feasibility, cost/value, capability, dependencies, strategic fit, trade-offs and opportunity costs.
- Use scenario or sensitivity analysis where this would materially improve a decision.
- Translate complex analysis into concise, decision-ready insights and recommendations for programme leads, the Leadership Team or Board.
- Apply systems thinking to understand how research, investment, industry capability, markets, policy settings, adoption pathways and stakeholder behaviour interact to influence outcomes and impact.

The role will be expected to look beyond the immediate question and identify broader implications for Ag Emissions Centre strategy, programmes and investment.



END-TO-END PROJECT DELIVERY

Lead and/or contribute to defined pieces of strategic work from initial scoping through to completion. This includes:

- Clarify the problem or opportunity and define the intended outcome.
- Identify stakeholders, information requirements and dependencies.
- Establish an appropriate approach and workplan.
- Gather and analyse evidence.
- Coordinate and facilitate input from scientific, technical, commercial, end-user and other perspectives to build shared understanding and develop solutions.
- Develop recommendations, frameworks, tools or other practical outputs.
- Consider implementation requirements, including ownership, capability, dependencies, stakeholder implications and measures of success.
- Support agreed recommendations into implementation and ensure actions are followed through.
- Assess implementation readiness, delivery risks, capability requirements, ownership and the critical conditions required for successful delivery and impact.

The role is expected to help move work from analysis and recommendations through to practical implementation pathways and measurable impact.

IMPACT AND VALUE ANALYSIS

Help strengthen the organisation's ability to articulate, assess and learn from the value and impact of its work. This includes:

- Define the intended impact of projects and programmes and connect activities and outputs to outcomes and longer-term impact.
- Consider the likely return on investment or value created.
- Develop appropriate quantitative and qualitative measures of value and impact.
- Identify appropriate baselines, indicators and evidence required to demonstrate progress.
- Develop proportionate approaches to monitoring and evaluation.
- Assess whether intended outcomes and benefits have been realised.
- Identify lessons and implications for future programme design, investment and delivery.

Analysis should support better decisions rather than measurement for its own sake.



RESEARCH AND ENVIRONMENTAL SCANNING

Undertake targeted research and scanning to identify emerging developments, capabilities and opportunities relevant to low-emissions agriculture. This Includes:

- Review relevant research, scientific, industry, government and commercial developments in New Zealand and internationally.
- Identify emerging technologies, research directions, capabilities and innovation models.
- Compare New Zealand activity with relevant international developments to identify gaps, opportunities or areas where capability and investment could be strengthened.
- Translate emerging developments into implications, research questions or potential programmes for the Ag Emissions Centre.
- Apply appropriate quality assurance, including validating sources, triangulating evidence and seeking technical or peer review where required.

STAKEHOLDER AND CAPABILITY INTELLIGENCE

Develop evidence-based stakeholders, partner and capability maps to support collaboration and investment decisions. This Includes:

- Identify organisations, researchers, companies and networks relevant to priority areas.
- Understand their capability, interests, influence and strategic relevance.
- Identify existing relationships and potential gaps.
- Articulate why particular organisations or individuals may be important partners.
- Identify opportunities for new collaborations or strategic relationships.

The emphasis is not simply on creating stakeholder lists, but understanding who matters, why they matter and where a relationship could create value.

DATA AND INFORMATION STRATEGY

Support work to strengthen the value obtained from data generated across Ag Emissions Centre programmes. This includes:

- Map datasets held across multiple programmes and organisations.
- Understand data ownership, access, structure and quality.
- Identify opportunities to standardise or connect datasets.
- Consider how data could be organised to enable analysis across programmes.
- Help establish principles for data governance, ownership and future use.
- Identify opportunities for meta-analysis and new insights from existing information.

The role will work with scientific, technical and programme experts rather than being expected to act as



a specialist data scientist.

AI-ENABLED WAYS OF WORKING

Use AI and emerging digital tools confidently and responsibly to improve the speed and quality of research, analysis and delivery. This includes:

- Accelerate research and environmental scanning.
- Interrogate and synthesize large volumes of information.
- Identify patterns and relationships.
- Structure analysis and test hypotheses.
- Support data analysis and develop visualisations or decision-support materials.
- Improve productivity and project delivery.

This role will also help build organisational capability in strategic thinking, analysis, impact assessment and AI-enabled ways of working by sharing tools, approaches and good practice across the organisation.

WHAT SUCCESS LOOKS LIKE

Success in this role means:

- Complex questions are converted into clear, structured pieces of work.
- Analysis connects information across programmes rather than considering issues in isolation.
- Decision makers receive clear, evidence-based analysis and understand its implications.
- Projects have clear intended outcomes and impact.
- Opportunities and risks are identified earlier.
- The Ag Emissions Centre has improved visibility of relevant national and international developments.
- Stakeholder engagement is increasingly deliberate and evidence based.
- Existing data and knowledge are used more effectively across programmes.
- Projects move from analysis into action rather than stopping at recommendations.

INFORMATION MANAGEMENT

- Ensure that information created or received during your work is managed as per the Bioeconomy Science Institutes Information Management Policy. This includes naming, storing, classifying, and ensuring that it is available to other employees as per the Policy.



ORGANISATIONAL OBJECTIVES

- Applies and implements prescribed project management methodology into all project work.
- Applies principles of continuous improvement by taking ownership for identification, analysis, and investigation of work-related matters to improve, manage compliance and initiate best practices in our place of work.
- Actively participates in and contributes to performance conversations and personal development.
- Takes responsibility to understand and apply the Bioeconomy Science Institute's policy, processes, systems, and procedures daily.
- Commits to accurate and timely information sharing and recordkeeping per organisational standards.
- Performs additional tasks, duties and/or responsibilities as requested by the Executive Director.

HEALTH AND SAFETY

- Maintain current knowledge and comply with all the Bioeconomy Science Institute's, safety, and wellbeing (Te Whare Tapa Whā), policies, frameworks, systems, and procedures.
- Ensures awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Maintain current knowledge of the Bioeconomy Science Institute's Health and Safety Management policies, systems, and procedures and ensures awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Ensure proactive and effective workplace injury management and ensure the appropriate rehabilitation and support for employees.
- Identifies and reports any hazards, near misses or incidents as per prescribed policy and procedures.
- Demonstrates safe workplace behaviour by taking all practicable steps to ensure own and other's safety in the workplace.
- Attends scheduled Health and Safety training and development initiatives on a regular basis.



PERSON SPECIFICATIONS

EDUCATION & QUALIFICATIONS

We are interested in capability and mindset as much as a particular career path. Relevant experience may have been gained through business analysis, strategy, consulting, innovation, research, programme management, investment analysis, policy, commercial analysis or similar roles.

Ideally, the successful candidate will have:

- A bachelor's degree in business, Commerce, Economics, Information Systems, Data Analytics, Agricultural Science, Environmental Science, Public Policy, or a related discipline.
- 5+ years demonstrated experience undertaking complex research and analysis.
- Experience independently delivering projects or significant workstreams.
- Experience preparing recommendations for senior decision makers.
- Strong written and visual communication skills.
- Experience working with data and drawing insights from multiple information sources.
- Demonstrated proficiency using AI and digital research tools.
- Experience in agriculture, science, innovation, or research and development is essential.

PERSONAL ATTRIBUTES

We are looking for someone who:

- Is intellectually curious and enjoys learning.
- Is pragmatic and focused on useful outcomes.
- Are comfortable challenging assumptions constructively.
- Works independently and takes ownership.
- Builds effective relationships across disciplines and perspectives.



CAPABILITIES & EXPERIENCE

The successful candidate will demonstrate:

Exceptional curiosity	A natural desire to understand how things work, ask questions, investigate unfamiliar areas and pursue connections between seemingly separate issues.
Analytical and systems thinking	The ability to break complex problems into manageable components, critically assess evidence, identify relationships and dependencies, and connect information from multiple sources to understand the bigger picture.
Facilitation and influence	Able to draw out different perspectives, challenge constructively and help groups move from complexity or disagreement towards a clear problem definition, decision or course of action.
Strong project delivery	The ability to independently scope, structure and deliver a piece of work from beginning to end.
Commercial and impact thinking	The ability to ask what value an activity will create, for whom, and how that value or impact could be demonstrated.
Research and evidence capability	Highly effective at locating, critically assessing and synthesising information from online research, databases, reports, academic literature and other sources, with the judgement to recognise the quality and limitations of evidence and when specialist input is required.
Clear communication	Able to turn detailed and complex analysis into concise written, visual and verbal communication appropriate for senior decision makers.
AI proficiency	A confident and sophisticated user of generative AI and related digital tools, with the judgement to verify information and understand the limitations of AI-generated analysis.
Comfort with ambiguity	Able to make progress when the question, information or pathway is not initially clear.

