

Job title: Commercial Analyst	
Classification: Band 8	Effective Date: March 2026
Reports to: Manager Commercial	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The Commercial Analyst provides analytical support across all commercial, procurement and property management activities coupled with other directorate opportunities. This role supports the Manager Commercial via the delivery of commercial, procurement and property analysis to inform Council decision making.

Key Responsibilities

Position Specific Responsibilities

- Drive a proactive and analytical approach to procurement planning, ensuring expiring contracts are reviewed, renegotiated or market tested in a timely and strategic manner.
- Support the assessment and implementation of specifications and tender documentation that align with Council objectives and legislative requirements.
- Support the Evaluation of market trends, opportunities and commercial risks to inform evidence-based decision making.
- Proactively gather and interpret information to identify emerging issues, risks and opportunities that inform procurement strategies and contact activities.
- Promote and enable data-driven decision-making across the organisation, influencing stakeholders to use analytical insights in procurement and contract decisions.,
- Build and maintain supportive relationships with key stakeholders.
- Provide analytical support to foster robust and successful commercial negotiations.
- Support contract performance monitoring and reporting.
- Analyse and report realised procurement and contract benefits, supporting the removal of validated savings from budgets and promoting a culture of actively identifying and capturing commercial value.
- Enhance and maintain reporting tools, dashboards and frameworks to improve visibility of procurement performance and contact outcomes.
- Supports the execution of reporting on agreed reporting framework and KPI's
- Through analysis supports Council's long-term financial sustainability strategy through effective asset and procurement management.
- Collaborate with the Coordinator Strategic Property Program (Futures & Technology), to refine and implement a comprehensive Property and Leasing Strategy, framework and policy
- Provide basic analytical support for property-related data, modelling, reporting and insights as required.

- Supports the delivery on appropriate reporting environment

Other Commercial Endeavours

- Supports the continuous improvement program with intent to “unlock” value and drive productivity
- Provides analytical support for opportunities and strategies to “unlock” value by leveraging scale and expertise within the sector – shared services
- Support analysis of commercial opportunities as directed including considerations associated with insource/outsource.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

- Exercise judgment and solve complex problems.
- Provide technical/analytical and data modelling competencies and competently use insights and data to contribute to organisational decision making and outcomes.
- Supports Manager Commercial decisions and take an innovative approach.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council’s Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council’s commitment to Child Safety.
- Other duties as directed within the skills and capabilities of a position at this level.

Specialist Knowledge and Skills

- Demonstrated experience in financial planning and analytics (including budgeting) preferably in service delivery.
- Familiarity/competence with WCC operating systems inc Magiq, Oracle, TRIM, ReadyTech.
- Exposure and experience developing and utilising advanced excel, Power BI and Artificial Intelligence (AI) to support commercial, contract and cost/revenue related evaluation.
- Demonstrated analytical and evaluation skills to enable the ability to develop
- innovative solutions to problem solving through judgement, research, decision making coupled with benefit realisation.
- Demonstrated history in data, systems and reporting management and be proficient in presenting complex data in a clear, concise way to support and enable stakeholder decision making.
- Demonstrated history in supporting organisations though change environments

Qualifications and Experience

- Relevant qualifications in commerce, business or economics and/or equivalent industry experience.

Interpersonal Skills

- Excellent written and verbal communication skills, with the ability to translate complex analytical findings into clear, concise insights for a range of audiences.
- Ability to build productive and collaborative relationships with stakeholders across all levels of the organisation.
- Strong negotiation and influencing skills to support data-driven decision-making in procurement, commercial and property activities.
- Proven ability to manage conversations with stakeholders who may have competing priorities, difficult behaviours or resistance to change.
- Skilled in managing conflict constructively and professionally, applying sound judgement and empathy.
- Demonstrated capacity to work both independently and collaboratively within multi-disciplinary teams.
- High level of discretion, integrity and confidentiality when dealing with sensitive information.

Key Relationships:

- Manager Commercial
- Manager Contracts and Benefits
- Procurement and Contract Management teams
- Futures & Technology Directorate, including the Strategic Property Program
- Finance, Transformation and Service Delivery teams
- Legal and Governance staff
- Department managers and team leaders across Council

Management Skills

- Ability to plan, prioritise and manage a dynamic workload with competing deadlines while maintaining high work quality and attention to detail.
- Demonstrated capability to manage tasks autonomously and exercise judgement to resolve problems within defined policies and procedures.
- Skilled in organising work efficiently, managing time effectively and meeting reporting and project milestones.
- Ability to provide informal guidance, support and subject-matter expertise to colleagues to build capability in data analysis, procurement and commercial understanding.
- Demonstrated ability to adapt to changing priorities and support continuous improvement activities across the department.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Demonstrated experience in financial, commercial or procurement analysis
2. Proven analytical and problem solving skills
3. Demonstrated experience in data, systems and reporting management
4. Strong stakeholder engagement, communication and influencing skills



WHITEHORSE
CITY COUNCIL

CREATE

Community is at the heart of everything we do.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Sometimes	
Hand/Arm Movement Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	Often	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Never/rarely	
Standing Tasks involve standing in an upright position	May work at sit/stand desk, make presentations	Sometimes/often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Never/rarely	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Sometimes/often	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office equipment. Not heavy	Sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Never/rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer sitting at a work station.	Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Often	

Any other relevant comments: