



## **Business Analyst, Strategic Initiatives**

Department: Office of Strategic  
Initiatives & Planning  
Level: 8 – Exempt

Unit: 5070  
Supervisor: Chief Strategy Officer

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The Business Analyst, Strategic Initiatives is responsible for supporting strategic projects and initiatives that align with Massport's long-term business strategy. This position contributes to strategy development by analyzing financial impact, industry trends, customer and competitor behavior, and technological advancements. The Business Analyst provides insights to guide decision-making and ensures that business requirements are effectively translated into structured business policies and processes, knowledge frameworks, technology solutions, and organization strategies, driving the successful execution of Massport's priorities.

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### **ESSENTIAL RESPONSIBILITIES OF THE JOB**

#### **Data Analysis & Strategic Insights**

1. Analyze operational and strategic data to assess key strengths, weaknesses, opportunities, and threats (SWOT), generating insights that support strategic decision making.
2. Leverage financial modeling, business intelligence tools, and data visualization techniques to advise on tactical plans for optimizing resources and assets being managed within a particular business area or department.
3. Use historical trends, benchmarking, and scenario modeling to provide recommendations on technical or professional solutions that would improve business performance.
4. Assist in aligning internal stakeholders to the strategic goals of the business and ensure that efforts are focused on providing the best value for the organization.
5. Support the development and implementation of Massport's 10-year strategic planning process by anticipating internal and external complexities, challenges, and opportunities and ensuring integration with broader functional strategy.
6. Use data from a wide range of sources to analyze key themes and provide insights on potential impacts to the business.

#### **Policy and Decision Support**

1. Conduct quantitative and qualitative research to inform policy recommendations, ensuring alignment with Massport's strategic objectives, regulatory requirements, and industry trends.

2. Act as a liaison between subject matter experts in technology, policy, regulation, or operational management and executive administration, translating data-driven insights into strategic policy recommendations.
3. Analyze key performance indicators (KPI's) and benchmarking data to assess policy impacts and recommend adjustments that enhance operational effectiveness.

### **Stakeholder Engagement & Communication**

1. Engage with internal and external stakeholders to identify their needs and concerns, ensuring their input is reflected in the communication of business information and decisions.
2. Support certain aspects of the communication process by preparing data-driven presentations and reports for leadership and external stakeholders.
3. Use compelling arguments and data analysis to gain the support and commitment of others.

### **JOB REQUIREMENTS AND QUALIFICATIONS**

#### Education

Bachelor's degree in business administration, data analytics or an equivalent combination of education and experience may be considered in lieu of a degree.

#### Experience

Minimum of 3 years in consultant work experience and a master's degree is strongly preferred.

### **UNIQUE EXPERTISE/CERTIFICATION/REQUIREMENTS:**

1. Exceptional business acumen, analytical and problem-solving abilities.
2. Demonstrated experience with long-range strategic planning methodology and techniques.
3. Knowledge of advanced data analytics tools to assess and report environmental performance metrics.
4. Demonstrated knowledge of project management principles and application.
5. Experience in writing, editing and revising policies and procedures.
6. Experience in analyzing and applying strategy and policy to set objectives and drive execution within appropriate timeframes.
7. Experience in formulating plans, and policies by means of clear and effective verbal communications.
8. Ability to articulate ideas, request actions, and formulate plans and policies through clear and effective verbal communication.
9. Ability to assess and prioritize risks, threats and opportunities, develop response plans, and effectively manage risks as they arise.
10. Comprehensive business intelligence and data analysis skills.

11. Ability to oversee business analysis, guide decision-making, change control, prioritization, and approval processes.
12. Ability to pass Massport pre-placement physical, controlled substance screening, security and background checks.

## **WORK SCHEDULE**

Ability to work a minimum of a 37.5-hour workweek and ability to meet the demands of a fluctuating workload based on current need, including weekends and nights. Ability to travel locally, nationally, and internationally as required for stakeholder engagement, conferences, or industry forums.