



Facilities Strategic Analyst (LM11116)

Sydney, New South Wales, Australia (Hybrid)

ASX: Powering Australia's financial markets

Why join the ASX?

When you join ASX, you're joining a company with a strong purpose – to power a stronger economic future by enabling a fair and dynamic marketplace for all.

In your new role, you'll be part of a leading global securities exchange with a strong brand. We are known for being a trusted market operator and an exciting data hub.

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We are more than a securities exchange!

The ASX team brings together talented people from a diverse range of disciplines.

We run critical market infrastructure, with 1 in 3 people employed within technology. Yet we have a unique complexity of roles across a range of disciplines such as operations, program delivery, financial products, investor engagement, risk and compliance.

We're proud of the diversity of our organisation and the culture of inclusion that all our people help to build every day. Our employee-led groups are known for celebrating cultural and religious events, championing LGBTIQ+ inclusion, inspiring giving and volunteering, promoting gender equality, and wellbeing. We are an Employer of Choice for Gender Equality (WGEA) and a member of the Champions of Change Coalition for the advancement of gender equality in Australia.

About the team:

The role will contribute to developing a management plan that aligns the Facility Management activities with the organisational objectives, ensuring that our buildings and services operate efficiently and provide a safe and productive environment that supports employee engagement and achievement.

Reporting to the Senior Facility Manager, the Facilities Strategic Analyst will play an important role in supporting the Senior Facility Manager and the rest of the Facilities team in overseeing various aspects related to day-to-day management of ASX's offices and data centres.

What you will be doing:

- > Develop a comprehensive understanding of the current state of our facilities and services to identify strategies that drive cost savings, operational improvements, or risk reduction across our facilities
- > Assist with developing a FM action plan that outlines the strategies and activities to be implemented, providing accurate reporting and documentation to meet deadlines
- > Work collaboratively with team and key stakeholder groups to address specific operational issues



- > Support the team with the delivery of facility relocation activities to ensure smooth transition to 39 Martin Place
- > Redesign Facilities intranet to improve functionality, content and user experience
- > Maintain the completeness and accuracy of the data in the risk register and to generate the routine risk reporting
- > Actively participate in initiatives to maintain, build upon and promote facilities and a collaborative workplace
- > Deliver an exceptional quality of service to internal and external customers
- > Assist with development of operational policies, procedures, systems and administrative documents
- > Responding to emergency situations where necessary
- > Perform other duties as required to support the overall Facilities Management function

What you will bring:

- > 3–5 years' experience in a similar analyst role
- > Proven ability to support projects under a tight schedule
- > Proven ability to report on risks, issues, budget, and schedule
- > Proven ability to implement effective change control
- > Experience in updating SharePoint websites
- > Excellent written and communications skills
- > Experience in analysing data and other quantitative and qualitative information
- > Ability to work with all levels of management
- > Current first aid certificate

Nice to have:

- > Evidence of strong computer skills in Microsoft Office applications, with practical understanding of Microsoft Excel including dealing with large data sets.
- > Experience in large office moves
- > Effective interpersonal skills to effectively communicate across diverse groups
- > Strong problem management skills
- > Ability to independently manage projects
- > Ability to work in a rapidly changing business environment
- > Strong attention to detail

We make hiring decisions based on your skills, capabilities and experience, and how you'll help us to live our values. We encourage you to apply even if you don't meet all the criteria of this role. If you need any adjustments during the application or interview process to help you present your best self, please let us know.

At ASX Group, our diverse workforce is essential to build and maintain a fair and dynamic marketplace. We support flexible working and offer hybrid working options. Even if our roles are advertised as full-time, we encourage you to apply if you are interested in part-time or other flexible working arrangements.

We will arrange for successful candidates to have background checks, including reference and police checks completed as part of the on-boarding process.



Recruitment Agencies: ASX does not accept any unsolicited agency resumes and will not be responsible for any fees related to unsolicited resumes,