Job description

HR Specialist – HRIS focus

About Uniting NSW.ACT

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

Role description

This role is a critical part of the Uniting People Experience Transformation Program. This role reports to the People Capability Transformation Lead. The People Capability Transformation Stream are tasked to deliver foundational design elements that will enable the successful implementation of a new HRIS and transformed People Experience function.

This role has a specific focus on **defining and documenting key components of our target People Experience Operating Model and setting up the governance of our job architecture framework.**

Key responsibilities

* Refine and validate job architecture content through consultation with business SMEs
* Design governance process for the ongoing maintenance and application of job architecture in our new HRIS.
* Work with People Capability Transformation Lead to develop and document the People Experience Operating Model and related processes and artifacts.
* Develop a People Experience Knowledge Hub to house and surface all Operating Model documentation for our People Experience colleagues to utilise.
* Support the People Capability Transformation Stream to meet project deliverables by picking up tasks as they emerge, reporting back on progress, managing deadlines and contributing to program team stand ups and All-Ins.

Key skills & attributes

* **Adaptability** – ability to change approach as new information becomes available
* **Consultation** – ability to ask great questions and actively listen and capture responses from our SME and key stakeholders, to inform the best design and decisions possible.
* **Verbal communication** – Ability to translate highly technical information about our HRIS into easily understood messaging for our customers. Ability to adapt communication style for presentations, consultations, team updates and different stakeholder groups.
* **Written communication** – Accurate spelling, language and naming conventions are critical to defining our job architecture information. Also includes the ability to adapt language in a process document for our customers, to ensure information is easily understood.
* **Attention to detail** – the ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved, no matter how small. This means monitoring and checking work or information, while organising time and resources efficiently.
* **People data analysis** – Ability to manage and work with people data, to notice patterns, inconsistencies, and draw out insights.
* **Time management** - self manage time to meet program deadlines, communicate and escalate any obstacles as soon as they arise for resolution, and put forward suggestions for improvement.
* **Relationship management** – Ability to build productive, respectful relationships with business stakeholders and program colleagues.

Desirable experience

* 3 or more years experience working in Human Resources or related function.
* Experience working with HRIS technology – especially Dayforce.
* Knowledge/ experience in documenting business processes
* Knowledge in record management and document storage
* Good understanding of job architecture frameworks and exposure to HR operating models.
* Excellent skills using MS Office, in particular Excel and SharePoint
* Strong understanding of how to use technology to streamline processes.
* Experience working in Aged Care or the community services

Qualifications

* Bachelor's degree in Human Resource Management or similar.

As a Uniting employee

You will be an integral member of the People Experience team through the following:

* Maintain a high standard of conduct and work performance based on Uniting’s values to promote our reputation with key internal and external stakeholders
* Ensure integration and collaboration across Uniting programs to deliver seamless and impactful end to end services with the customer at the centre
* Actively engage and participate in the performance management framework and review processes at Uniting
* Act in a manner which upholds and positively reflects the Uniting Code of Conduct and Ethical Behaviour
* Contribute to a culture of openness, feedback and productivity.
* Model, communicate an act in ways that are consistent with our values of Bold, Respectful, Imaginative and Compassionate.
* Take care of the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal) and in adherence to WHS policies and procedures.
* Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.