

## Position Description – Human Resources Data Officer

### Position Details

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<b>Position Title:</b>	Human Resources Data Officer
<b>Division/ Centre:</b>	Human Resources
<b>Department:</b>	Human Resources
<b>Campus Location:</b>	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Job Grade/ Classification:</b>	PSV04
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne, three in Vietnam (Hanoi, Ho Chi Minh City, Da Nang) and a centre in Barcelona, Spain, RMIT is a truly global university which also offers programs through partners across Asia and Europe.

RMIT is a 5-Star university under the QS Stars international evaluation system and it prides itself on the strong industry links it has forged over its 130-year history. RMIT ranks in the world's top 400 in the 2018 Academic Ranking of World Universities and in the world's top 500 in 2018 Times Higher Education World University Rankings. Furthermore, RMIT is among the world's top 100 universities in disciplines including Communication and Media Studies; Business and Management Studies; Accounting and Finance; and Computer Science and Information Systems.

[www.rmit.edu.au](http://www.rmit.edu.au)

### RMIT Vietnam

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RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

[www.rmit.edu.vn](http://www.rmit.edu.vn)

## Position Summary

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The Human Resources Data Officer is responsible for ensuring the integrity of employee data input in HR systems, preparing and presenting the HR data in meaningful and/ or required formats to internal and external stakeholders. The position is also instrumental in the rollout and implementation of HR related tools, systems and programs.

## Reporting Line

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Reports to:                      Manager, HR System and Planning

## Key Accountabilities

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### 1. Data entry and maintenance:

- Create new staff profiles in HR system and perform data entry of all employment applications that are provided by our Recruitment team in hard copy form and process data received electronically from e-Recruitment system.
- Ensure data entered in the HR system is accurate by partnering with colleagues in ITS, C&B and HR administration areas to periodically audit the data.
- Update HR team in RMIT Melbourne regarding any changes to personnel data, including but not limited to new hires information, departing staff, position changes, reporting line changes, etc.

### 2. Reporting:

- Prepare and present variety of reports, agreed with or approved by HR management, to internal and external stakeholders including the completion of monthly, quarterly and ad hoc HR reporting and responses to data requests from other functions.
- Maintain HR analytical tools, reporting and dashboards including maintenance of data to support HR analytics needs and ensuring accuracy and consistency of key data sets, reports and metrics.
- Assist HR manager in development of standard reports for ongoing business needs;
- Serve as a key liaison with other departments in the University for HR data enquiries.

### 3. Projects & Processes improvement:

- Assist HR Manager with special projects as necessary;
- Support staff and manager knowledge and ability by providing the guidance/ training/ coaching on how to use the available functionalities of HR systems;
- Assist in the review, testing and implementation of HR systems' upgrades or patches as directed by manager;
- Assist in rollout and implementation of HR new tools, systems or programs.

### 4. Others:

- Ensure compliance with Data Privacy and Protection Guidelines;
- Provide assistance and support in other HR related activities as needed.

## Key Selection Criteria

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1. Require a Bachelor's degree in Human Resources, Business Management, or Information Systems.
2. At least two years of experience in a similar office role and data entry experience required, including ability to develop SQL queries and gathering data from various sources
3. Proven track record of handling confidential and sensitive information
4. HRIS systems, reporting and data analytics experience
5. Excellent Microsoft Word, Advanced Excel for Data Analysis and Access skills are required
6. Strong command in numerical analysis
7. Must have professional communication skills, be extremely reliable, and eager to learn
8. Team player with the ability to work independently.
9. Ability to prioritize tasks and meet deadlines
10. Maintain an organized work system with a strong attention to detail
11. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

***N.B APPOINTMENT TO THIS POSITION IS SUBJECT TO PASSING A NUMERICAL & DATA ANALYSIS TEST.***

## English Proficiency

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English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS General with a score of at least 5.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

## Organisational Accountabilities

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RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working. Appointees are accountable for completing training on these matters and ensuring their knowledge is up-to-date.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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