

Principal People Systems Analyst

Position Description

Directorate	Office of the CEO	Department	People and Capability
Reports To	Organisational Development Manager	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 8

Position Purpose

The Principal People Systems Analyst is responsible for leading the development and delivery of a strategically driven metrics portfolio that includes workforce planning, dashboards, reports, deep dive analyses and process design. This role drives data-driven decision-making, ensuring alignment with the organisation's strategic goals while enhancing the impact and efficiency of People and Capability (P&C) reporting across the organisation.

Key Responsibilities and Outcomes

As the Principal People Systems Analyst and member of the Organisational Development team you will:

- Lead the design, development and continuous improvement of P&C systems and processes by leading key initiatives and complex multi-disciplinary projects; engaging with stakeholders; investigating system functionality and capability; and gathering technical and non-technical information to outline and execute detailed solutions that develop, advance and increase the utilisation of People information systems across the organisation.
- Design, develop, and maintain the People Metrics Strategy and Council's Workforce Plan to ensure that People Metrics play a key role in the strategic direction of Council's People and Capability initiatives.
- Deliver high-level, actionable insights and advanced analytics through accurate reporting, visualisations, and data analysis to inform and influence strategic decision-making by the P&C team and executive leadership.
- Build strong partnerships with stakeholders of all levels from across the business, to understand and deliver the right content to meet the target audience's needs.
- Collaborate with the broader P&C team and with cross-functional teams across the organisation on complex P&C systems and process projects, ensuring alignment across design, change management, data preparation, testing, and implementation.
- Lead ongoing training of the People and Capability team to ensure that People Metrics are utilised to drive informed decision making across the organisation.

- Translate organisational and management needs into actionable system requirements, working closely with internal stakeholders and ICT teams to design, build, and evolve comprehensive solutions that deliver sophisticated analytics and insights.
- Provide expert guidance and solutions to senior leadership on complex issues related to People information systems, ensuring alignment with organisational goals and industry best practices.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council’s Delegation Register

- Knowledge & Experience**
- Extensive experience in a HR systems or similar role with a strong focus on project delivery, systems, reporting and data analyses to support informed decision making and strategy.
 - Significant experience in data analytics and the use of HR management information systems, with a proven ability to design, implement, and optimise systems that provide actionable insights.
 - High proficiency in MS Excel (i.e. pivot tables, v/h lookup functions, macros, advanced formulas and advanced charting functions).
 - Sound operational experience and knowledge of HR processes and systems related to workforce reporting, recruiting, learning, performance and talent management and overall people data in a diverse workforce environment.
 - Experience in independently driving the successful delivery of complex projects and products using strong project management, organisational change management activities, and process mapping/design skills.
 - Advanced analytical, research, and problem-solving skills, including the ability to summarise complex issues, identify trends and emergent issues, and develop recommendations and options for their resolution.
 - Highly developed people and relationship management skills, with a demonstrated ability to work collaboratively within a team environment, effectively communicate and motivate at all levels of the organisation, and influence successful organisational outcomes.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.