

People and Capability Systems Lead

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 6

Position Purpose

The People and Capability (P&C) Systems Lead is responsible for the development and delivery of a strategically driven measurement/metrics portfolio that includes workforce planning, dashboards, reports, deep dive analyses and process design.

Key Responsibilities and Outcomes

As the People and Capability Systems Lead and member of the Organisational Development team you will:

- Drive the continuous improvement of P&C systems and processes by leading key initiatives and 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.
- Provide accurate and valuable reports, analysis and visualisations for the People and Capability team and the wider Council leadership team to enable informed decision making.
- Collaborate with the broader P&C team on people process and systems projects, including the design, change impact assessment, data preparation, and testing.
- Lead ongoing training of the People and Capability team to ensure that People Metrics are utilised to drive informed decision making.
- Interpret business / management needs, scope requirements and liaise with a variety of stakeholders (including IT) to design and build optimum solutions, deliver metrics and evolve to sophisticated and intuitive analytics and insights.
- Provide expert advice and solutions to complex matters relating to People information systems.

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

- Five + years in a HR systems or similar role with a strong focus on systems, reporting and data analyses to support informed decision making and strategy.
- Sound experience in data analytics and the use of HR management information systems.
- High proficiency in MS Excel (i.e. pivot tables, v/h lookup functions, macros, advanced formulas and advanced charting functions).
- Sound operational experience or 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.
- Proven experience in independently driving the successful delivery of projects and products using strong project management, organisational change management activities, and process mapping/design.
- Sound 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.
- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment to 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.