MELBOURNE WATER POSITION DESCRIPTION

HR Systems & Reporting Analyst

REPORTS TO:	DIRECT REPORTS:
HR Systems Transformation Lead	Nil.

THIS ROLE EXISTS TO: (PURPOSE)

- Assist with the preparation of people reporting
- System Administration tasks to ensure employee and contractor access is maintained
- Assist with reporting and digital HRIS projects
- Assist with data integrity activities, to ensure accuracy and improved across all HRIS systems

KEY ACCOUNTABILITIES:

- Assist with the preparation of data for HR reporting, to enable the Reporting Lead to conduct analysis and insights that meets stakeholder needs and improves business decisions
- Assist with testing of new HR reporting opportunities that will add value to the business
- Assist with HR reporting and analytics digital transformation tasks a directed
- Assist digital HRIS projects, including providing project coordination and support
- Assist with P&C system upgrades and releases, including reviewing release notes and coordination activities
- Respond to general and ad-hoc system and reporting queries, with the ability to prioritise and respond to business requests with speed
- Assist with regular auditing of data integrity across all HRIS platforms to ensure accuracy
- Build relationships with stakeholders and an understanding of their needs
- Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.

KEY RESPONSIBILITIES	KPIs
Reporting & Analytics: - Assist with the preparation of data for reporting, including Board and Annual Reports, as per reporting calendar. - Assist with ad hoc data and reporting requests from the business - Assist the Reporting Lead with the development of new reporting opportunities - Support P&C team members with appropriate data and reporting requests - Manage reporting system administration tasks as appropriate logins and access	- Provision of quality and timely information and data
HRIS Administration: - Assist with P&C system upgrades and releases, including reviewing release notes and assisting with coordination activities with relevant teams to move changes into to production - Cornerstone specific system administration tasks: o Licence administration – monthly reporting, account clean-up (reconciliations) and general account maintenance (activations, reactivations and deactivations)	- Successful system upgrades and releases - System administration tasks are completed in a timely manner - System queries are responded to in a timely manner - System auditing tasks are completed as directed

○ Learning Object maintenance – loading of new learning objects into Learning Tank, general requests to add/remove training from user profiles ○ Contractor account administration ○ Performance cycle system administration tasks - Respond to general and ad-hoc system queries, with the ability to prioritise and respond to business requests with speed - Assist with regular auditing of data integrity across all HRIS platforms to ensure accuracy	
Reporting Project Coordination / Administration: - Assist the HR Business Insights and Reporting Lead on Reporting Projects, specifically with project coordination and administrative tasks - Assist with building new reporting requirements and suggesting opportunities to improve and automate reporting - Assist with identifying opportunities to improve data quality.	- Active contribution on Reporting projects – Successfully carry out data preparation, coordination and administration tasks on projects, as directed - Positive feedback from HR Business Insights and Reporting Lead
HR Systems Project Coordination / Administration: - Assist the HR Systems Transformation Lead on HRIS projects, specifically with project coordination and administrative tasks - Conduct system auditing tasks as directed - Assist with identifying opportunities to improve data quality.	- Active contribution on System projects – Successfully carry out coordination and administration tasks on projects, as directed - Positive feedback from HR Systems Transformation Lead
Communication & Stakeholder Management - Develop and maintain close working, effective relationships with stakeholders to understand their needs - Manage stakeholders' expectations with regards to requests, timelines, outputs etc. - Participate in stakeholder meetings/workshops (as required) to continuously improve service offering	Stakeholder Satisfaction

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Demonstrated experience with the preparation of data and reporting for P&C teams
- Ability to document data requirements for process and system enhancements is preferred
- Experience with preparing data and checking data accuracy & integrity
- Experience with visual BI tool, such as Power BI or Tableau is preferred
- Systems administration experience, preferably in one or more of MW P&C's core systems – Cornerstone, Chris21, PageUp, Kronos
- Ability to identify and suggest practical solutions to data and system problems
- Experience in working with a wide range of stakeholders and customers.
- Proven ability to form collaborative relationships and work across teams.
- Analysis and problem solving
- Time management
- Database skills

Job level: EA4

Assessed by: EL

Date:

            Feb 2021

- Advanced written and verbal skills.
- Advanced MSOffice skills with proven experience of developing reporting mechanisms and formats that meet the needs of a wide range of customers.
- Planning, organizing and prioritizing

KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

INTERNAL

- People and Capability group.
- All employees of Melbourne Water including a diverse and varied internal customer base.

EXTERNAL

- Water Industry and Industry Associations for accessing benchmarking data
- Relevant Government departments and agencies

SALARY RANGE:

- Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.

OTHER COMMENTS:

This role requires the following:

- Experience in HR analytics, metrics and measurements
- Experience in System administration and maintenance
- Relevant tertiary qualification, or related combination of education and HR experience
- Criminal Records Check

Location: 990 Latrobe Street, Melbourne

Job level: EA4
Assessed by: EL
Date: Feb 2021