

Position Description

Title	HR & Data Administrator
Business unit	People and Culture
Location	130 Lonsdale Street Melbourne
Employment type	Full time, Maximum term
Reports to	Team leader, Workforce Systems and Reporting Supported by Project Manager, HRIS Implementation

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

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

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The purpose of this role is to provide HR administration, data cleansing and system to people systems team and HRIS project team in readiness for a future system. The role will be responsible for identifying data and information inconsistencies in the current system and remediating based on standard business rules and in line with employee e-files.

2. Scope

Budget: nil

People: nil

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3. Relationships

Internal

- HRIS Project Team
- HR Connect Team
- People Systems and Reporting Team
- Internal stakeholders.

External

- Nil
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4. Key responsibility areas

Data management

- Remediate data errors in People Systems
- Support project initiatives in relation to data management
- Identify data inconsistency, gaps and opportunities for improvement and develop remediation plan/s to transform current systems data.
- Identify and escalate any risks relating to data management
- Data entry into HRIS/Payroll system and Volunteer Management System
- Support the development of standard data protocols and procedures
- Collaborate with the Process Analyst & Data Owners to establish controls to prevent the introduction of inaccurate data
- Collaborate with stakeholders to understand business requirements required for the project
- Review and update people records as required

HR administration

- Provide HR administrative support
- Organising and maintaining personnel records

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment

Risk management

- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication

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- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Person specification

Qualifications

- Hold or working towards a qualification in Human Resources, Business, or Analytics (desirable)

Experience

- Understanding of HR processes, data structures, and compliance requirements
- Using HRIS systems, experience with PayGlobal would be highly desired
- Previous experience in an administrative capacity within a human resources function is an advantage
- Previous experience in cleansing HR and Payroll Data

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Ability to work with stakeholders to develop a basic data cleansing plan
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across teams to develop and maintain plans
- Ability to key in or bulk upload accurate data into a HRIS
- Ability to assess materials and identify inconsistencies/issues as these arise
- Ability to think critically and problem solve
- Understanding of fundamental HR requirements in data collection and records keeping
- Analytical skills with the ability to interpret complex data and make informed recommendations

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

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7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:	
Signature:	
Date:	