

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Integration Analyst - HRIS
Position Number:	526470
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Health ICT – HRIS Program
Position Type:	Fixed-Term, Full Time
Location:	South
Reports to:	Data Migration and Reporting Team Leader
Effective Date:	October 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	<p>Previous experience in undertaking system integration activities for large-scale projects</p> <p>Qualifications and/or accreditation in an appropriate course of study from a recognised tertiary institution</p> <p>Current Driver's Licence</p>
Position Features:	<p>Some duties to be undertaken outside of normal working hours</p> <p>Travel between sites to be undertaken</p> <p>Potential intrastate or interstate travel</p>

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Working within the Human Resource Information System (HRIS) program team, the Integration Analyst will use specialist skills and knowledge to deliver the systems integration for the new HRIS.

Work effectively within the HRIS data migration and reporting team to ensure the successful integration of the platform and deliver aspects of the on the Program integration and reporting strategies.

Collaborate with stakeholders, including the Solutions Architect, to support the implementation of the solution in a way that meets the departments overall requirements for supportability, availability, and security, and is aligned to existing architectural frameworks, both internally in the Department and within the Tasmanian State Service.

Duties:

1. Use specialist knowledge and experience to deliver the system integration work for the HRIS program which will involve the integration of a new SaaS HRIS platform with existing agency systems.
2. Review and update existing as-is state documentation for relevant integrations.
3. Develop relevant documents, such as integration patterns, specifications, standards, and development of option papers for key project decisions.
4. Identify new opportunities and define the solutions that will maximise the value delivered by HRIS program.
5. Collaborate with internal and external stakeholders to understand integration requirements and to design and deliver the integration solution.
6. Work effectively across the data and migration team on migration and reporting activities according to the priorities of the team.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Integration Analyst will report to, and work under broad direction from the Data Migration and Reporting Team Leader, however will be required to take direction from the Solutions Architect within the HRIS Program. The occupant:

- Works with a considerable degree of operational autonomy and independence, and determines their day-to-day approach, development, and operation of activities.
- Where applicable, exercises delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complies at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

In the context of the focus of duties please address the following capabilities.

Personal Attributes

- In a project management context, demonstrate sound judgement, intelligence, and innovative thinking with demonstrated professionalism, integrity, resilience, and self-awareness.
- Proven self-management skills, including a demonstrated capacity to work to strict deadlines, be flexible and adaptable, solve problems and be highly organised.

Relationship Building and Maintenance

- Demonstrated interpersonal, negotiation and communication skills with the ability to nurture internal and external relationships, facilitate cooperation and value difference and diversity.

Job Skills

- Demonstrated:
 - Ability to provide high level specialist advice on integration in a SaaS platform.
 - Understanding of legislative requirements relating to data retention and use of personal information.
 - Ability to prepare complex documentation including integration patterns, specifications, standards, and project papers.

Outcomes/Deliverables

- Ability to work within a project management environment to problem solve and deliver high quality project outcomes that are both timely and compliant.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).