Finance and Employee Services
University Services

Finance & Employee Systems Experts x 2

POSITION NUMBER	0036863 & 0046206
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PCS 7 - $88,171 - $95,444 per annum
SUPERANNUATION	Employer contribution of 17% for continuing 9.5% for Fixed Term
EMPLOYMENT TYPE	Full Time (1 FTE) 1 x Continuing 1 x Fixed Term until Feb 2019
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Zohaib Mahtab Tel +61 3 834 49451 Email: zmahtab@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:
http://about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

 The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at http://about.unimelb.edu.au/strategy-and-leadership

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

FINANCE AND EMPLOYEE SERVICES

Finance and Employee Services (FES) delivers fit for purpose, cost effective, transactional and expert Finance, HR and OH&S services for the University.

The Finance and Employee Services team within FES provides subject matter expertise and support to the Finance and HR systems and processes.

ABOUT THE ROLE

Position Purpose:

This role provides functional support and maintenance of the Oracle E-Business Suite (Oracle EBS) HR and Payroll modules including; configuration, contribution to development and enhancement, testing, supporting ongoing releases, upgrades and modifications.

The incumbent will have the ability to develop and maintain effective working relationships with Academic Divisions, Chancellery and University Services. The incumbent will provide support to the FES business processes including supporting initiatives for improvement and automation.

Reporting line: Senior Systems Analyst

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: *

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- As a subject matter expert of Oracle EBS suite, provide level 2 functional support for all queries relating to Oracle HR, Payroll and associated modules and systems such as; Page Up, and the various system interfaces.

- Investigate and troubleshoot system issues and liaise with technical developers and system administrators in relation to bug fixes and development work, including the preparation of MD050 functional design documents.
- Using knowledge of the configuration of the Oracle EBS module(s) provide support to the business processes for the FES HR and Payrolls pillars, including supporting process review and improvement initiatives.
- Maintain Themis HR and other system applications (as required) including configuration, updates, testing, issues resolution and provider liaison
- Promptly resolve interface, validation and exception issues to meet schedules.
- Test Functionality to support upgrades and business as usual to ensure validity of module functionality. Provide input to development of test scripts.
- Participate in projects as required by providing subject matter expertise, undertaking testing or analysis.
- Ensuring that HR data and information on a range of subjects is maintained by initiating recommendations for system/procedural improvements as required.
- Create and run accurate standard reports for stakeholders using SQL
- Develop and maintain effective working relationships with Academic Divisions, Chancellery and University Services.
- Participate in relevant workshops for new concepts and procedures with regard to system change.
- Communicate to all system experts any changes to the relevant Themis HR or Payroll Module structure as a result of enhancements or bug fixes
- Identify opportunities for continuous improvement as a result of customer feedback, engagement with stakeholders and recurring issues logged via ServiceNow.
- Contribute to documentation and user help resources for training on new system developments and customisations. Maintain system and procedural documentation, including the creation and maintenance of knowledge based articles in Service Now

Selection Criteria:

Education/Qualifications

1. The appointee will have:Relevant tertiary qualification and proven experience in HR or Payroll processes; or an equivalent combination of relevant experience and/or education/training.

Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

3. Possess in depth functional knowledge of Employee Hire to Retire cycle, Oracle R12 HRMS modules - especially core HR, Self Service HR, Performance Management, Work Structures, and Payroll.
4. Ability to identify problems, analyse their cause, develop potential solution(s) and implement the agreed solution.
5. SQL skills with demonstrated ability to translate data requests into relevant and consistent information reporting. Ability to undertake analysis and make critical decisions in relation to integrity of data.
6. Build strong links with colleagues and clients, listen actively and have the ability to support and provide advice on system use and system development issues, in particular on Oracle EBS.
7. Ability to work independently, initiate action without specific instruction, and to identify continuous improvement opportunities, including the ability to plan, prioritise tasks and meet tight deadlines
8. Demonstrate high level interpersonal skills, including the capacity to understand and communicate specialist and complex information to people from a range of backgrounds with varying needs.
9. Detailed knowledge of the Systems Development Life Cycle methodology, ITIL methodology and project methodologies utilised within the University

Desirable

1. Experience in the use of development tools used in the Oracle ERP system, such as My Oracle Support, Oracle Business Intelligence Enterprise Edition (OBIEE).
2. Experience in a tertiary education or related industry
3. An understanding of on boarding and recruitment processes
4. Knowledge of the University's HR policies and procedures

Other job related information:

Some out of hours work (weekends, public holidays) may be required on occasion to support critical operational activities, such as upgrades.