THE UNIVERSITY OF WESTERN AUSTRALIA

Position Title	Master Data Manager
Classification	Level 8
School/Division	People & Culture
Centre/Section	Employee Payments Project
Supervisor Title	Assurance Lead
Supervisor Position Number	
Position Number	

Your work area

People and Culture enables the University to implement and deliver its People & Culture strategy to make the University a remarkable place to work, attracting and retaining world-class staff from diverse backgrounds who want to build careers, drive change, provide leadership an create opportunities at an institution renowned for its excellence.

Reporting structure

Reports to: Assurance Lead
Direct reports: Software Engineer

Your role

The Master Data Manager will be responsible for creating and implementing a comprehensive program to improve employee and payroll master data. This role involves building the necessary infrastructure for optimal data extraction, transformation and loading using SQL and other big data technologies. The role will collaborate with data and analytics experts to enhance remediation and assurance models, resolve data-related technical issues, and support data infrastructure needs. Additionally, the role requires working closely with cybersecurity and governance teams to ensure data security and separation.

Your key responsibilities

Create a program of improvement for employee and master data.

Provide input into the build of the infrastructure required for optimal extraction, transformation and loading of data from various sources include SQL and other big data technologies.

Work with data and analytics experts to enhance functionality in payment and assurance models.

Resolve data-related technical issues and support data infrastructure needs.

Work with the cybersecurity and governance teams to keep data separated and secure.

Ensure the accuracy, consistency, and reliability of master data.

Engage with stakeholders to understand data requirements and provide solutions.

Maintain comprehensive documentation and provide regular reports on data management activities

Other duties as directed.

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency.

Extensive relevant experience in managing and improving master data, particularly in employee and payroll domains, at an appropriate level.

Strong technical skills in SQL and big data technologies for data extraction, transformation and loading.

Ability to work with data and analytics experts to enhance remediation and assurance models.

Demonstrated ability to resolve data-related technical issues effectively.

Understanding of cybersecurity and governance practices to ensure data security. E.g. Essential Eight.

High attention to detail to ensure data quality and accuracy.

Excellent communication skills to engage with stakeholders and provide clear documentation and reports.

Strong project management skills to oversee data improvement programs and infrastructure development.

Special requirements (selection criteria)

There are no special requirements.

Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see Code of Conduct.

To learn more about Diversity, Equity and Inclusion, see Diversity, Equity and Inclusion.

To learn more about Safety, Health and Wellbeing, see Safety, Health and Wellbeing.