**Role Description**

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| **Role Title:** | HR Workforce Planning Specialist |
| **Division/Hospital:** | Human Resources |
| **Department/Unit:** | HR Systems |
| **Date Created/Reviewed:** | 10/08/2020 |
| **Reports To:** | Manager, Roster Management Centre (title TBD) |
| **Level of Accountability:** | Team Member |
| **Availability:** |  |
| **Internal relationships:** | All business areas |

**Role Purpose**

HR Rostering Specialists partner with departments to maxamise work force utilisation across Mater Services. The Rostering Specialist will work with the business to ensure optimal quality of rosters, taking into consideration compliance with relevant legislation.

**Behavioural Standards**

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct, Mater Credo as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

**Role Level Accountabilities**

This role is responsible for fulfilling the following accountabilities:

**Self-Accountabilities:** For all Mater people

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| My Behaviour | * I role-model the values in the way I behave towards others and adhere to organisational behavioural standards at all time * I translate mission into practice in my behaviour and actions |
| My Role | * I am accountable for ensuring that: * I am clear on the tasks and accountabilities that are associated with my role * I fulfil any mandatory/professional competency requirements * I contribute to, and sign off on, my performance objectives and development plan * I request regular feedback from my manager in order to meet target performance expectations throughout the year * I carry out my development plan * I make an active contribution in my role as a team member |
| Safety and Quality | * I am accountable for: * contributing to safe and quality patient/student/staff care and employee safety on every occasion by adhering to the relevant legislation, standards, policies and procedures * contributing my part to ‘zero harm’ for staff, and ‘zero preventable harm’ for patients |
| Client Experience | * I am accountable for: * contributing to the positive experience of student, patients and visitors to MHS in everything that I do * Providing information to students, patients, carers and consumers that is evidence based, useful and meaningful to them |
| Continuous Improvement | * I am accountable for recognising inefficiencies in my role and raising them with my Manager |
| Reputation | * I am accountable for representing MHS and being a champion of all that is great about working at Mater |

**Role Specific Expectations:**

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| Descriptor Details Knowledge | * Applies skilled knowledge including the understanding of concepts, processes, procedures and principles, to check for accuracy, analyse and recommend alternatives in the use of the HR rostering system. * Partners with the local business unit to maxamise workforce utilisation and provide rosters in line with best practice rostering. * A sound knowledge of the organisation’s operations combined with a skilled operational knowledge of work processes and systems. * May require the ability to co-ordinate team members, set priorities and monitor workflow. |
| Problem Solving | * Investigates, interprets and evaluates information as relates to legislation, regulations, instructions, procedures and guidelines relating to rostering governance. * Checks and interprets complex information to determine and implement next steps and actions for managers around rosters and pay close. * Provides specialist advice around rostering and the use of the HR rostering system. * Liaise and coordinate with internal system managers and internal HR department to continuously improve system usage practices for current and future system functionality. * Audit performance/compliance against established procedures. |
| Accountability | * Works under general direction, related to task methodologies and work practices, to achieve work priorities that may be technical, professional, procedural or process or a combination of these. * Is responsible for the identification of opportunities for improvement to Hr rostering system and processes. * Create compliant rosters in line with local department requirements. * Partner and consult with business managers to support and assess their rostering needs and identify how the HR rostering system can best support their requirements. * Support the planning and development of user support material including how to guides and user training materials, as well as monitoring the effectiveness of the guides and training materials and taking corrective action where identified. |

**Qualifications and Experience**

Desired qualifications

* A degree in Buisness or Human Resources, or equivalent experience is desirable.

Experience

* Demonstrated experience in one or more of the following: HRIS, Human Resources, Payroll, Rostering.
* Demonstrated experience in HR Information Systems administration.
* Demonstrated experience in change and incident management (ITIL).
* Demonstrated commitment to the principles of customer service.
* Demonstrated experience in a Health Care environment or Rostering is desirable.