

# Position Description

<b>Title</b>	Human Capital Management (HCM) Business Analyst
<b>Business Unit</b>	Finance, Procurement & ICT
<b>Location</b>	Level 4, 130 Lonsdale Street, Melbourne
<b>Employment type</b>	As per employment agreement
<b>Reports to</b>	ICT Project Manager

## 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 HCM Business Analyst will be responsible for enhancing the quality of HCM systems through analysis, documenting, troubleshooting, and delivering system requirements.

As part of the Project Mosaic team responsible for the implementation of a HCM system, the HCM Business Analyst will work collaboratively with Subject Matter Experts across the organisation to ensure that a HCM is selected that meets Uniting's business strategy and operational needs. The HCM BA will be a key player in the implementation of the chosen HCM solution by providing analytical support.

## 2. Scope

**Budget:** nil

**People:** nil

## 3. Relationships

### Internal

- Project Manager, HCM Project
- People & Culture Team
- Payroll Team
- Data Migration lead

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### HCM Business Analyst

- ICT Division
- Program Managers and Key Service Delivery staff
- Quality and Performance Team

#### External

- HRM vendors
- External Contractors

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## 4. Key responsibility areas

### Service delivery

- Conduct comprehensive mapping of existing business processes and datasets to determine opportunities for improvement.
- Collaborate with subject matter experts and business working group members to collect information pertaining to Uniting's HCM policies.
- Manage the collection of documentation and information for the purpose of ensuring the chosen solution is configured to meet Uniting's requirements and, aiding business decisions, Inclusive of processes, business requirements and diagrams.
- Guide and support the identification of data required to be migrated to the new solution.
- Assist with all Testing stages of the new solution.
- Assist with the provision of support during the Hyper Care period to users on how to use the new solution.
- Collect information during the Hyper Care period that may lead to system enhancements.
- Ensure business processes implemented within the system launch are aligned to organisational policies and compliance.
- Other tasks as required by the Project Manager to support achievement of the project objectives.

### 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.
- 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 organisations.

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### 5. Person specification

#### Qualifications

- Bachelor's degree in a relevant field (business, finance, IT etc)
- Business Process Model and Notation (BPMN) certification (Desirable)

#### Experience

- Prior experience in providing business analyst services for HCM implementations. (Essential)
- Proven analytical and problem-solving skills.
- Proven ability to pay attention to detail.
- Proven communications capabilities, including verbal and written communication, with ability to adapt to meet various audiences.
- Proven interpersonal skills, with the ability to collaborate with a wide variety of stakeholders.
- Proficient use of Microsoft Office products such as MS Word, MS PowerPoint, MS Visio, and Excel.
- The ability to rapidly build good rapport with the project working group members, vendors and key stakeholders.
- Ability to empathise with the challenges that user groups express and build their confidence.
- Be a team player and maintain a helpful attitude towards other team members.

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Attention to detail:** ability to develop and review a high-quality work, including identification of discrepancies
- **Communication:** highly developed interpersonal communication skills (written and verbal)
- **Problem Solving:** highly developed critical thinking and creativity skills
- **Autonomous:** Ability to work independently with guidance provided by the Project Manager
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Experience:** Previous experience working on HCM implementations (Min 5 years)

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### 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:

**Position Description**  
**HCM Business Analyst**

