

Position Description

Title	Human Capital Management (HCM) Data Analyst
Business unit	Finance, Procurement & ICT
Location	Level 4/130 Lonsdale Street, Melbourne
Employment type	As per employment agreement
Reports to	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 Data Analyst will be responsible for the identification, cleansing and analysing the Uniting's HCM data in preparation for the implementation of a new HCM. This HCM Data Analyst will also be responsible for ensuring that accurate data is provided to the HCM vendor in the agreed format. The HCM Data Analyst will work with both the People & Culture and Payroll Data owners to establish and implement a data cleansing and data migration plan with internal and external stakeholders.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- People & Culture Division
- Project Mosaic Project Team
- Payroll Team
- Service Delivery rostering team(s)
- ICT Division

Position Description

HCM Data Analyst

- Project Management Office

External

- HCM Vendors
- Key Stakeholders

4. Key responsibility areas

Service delivery

- Identify all HCM data sources.
- Assess the accuracy of HCM data.
- Develop a data cleansing plan.
- Ensure the successful data cleansing of the identified data items across all HCM systems.
- Collaborate with the HCM Business Analyst to establish controls to prevent future data inaccuracies.
- Develop, together with the HCM system vendor, a data migration plan for the new solution.
- Ensure that the agreed data migration plan is delivered.

Data Analysis

- Identify and gather all relevant data to the HCM system from various sources, including databases, spreadsheets.
- Develop and execute a plan to clean and process data to ensure accuracy.
- Collaborate with the HCM system vendor to ensure success of data migration,
- Develop and execute a plan to deliver data migration plan activities within project deadlines.
- Conduct data validation activities to ensure accuracy of data.
- As required, other activities under the direction of the Project Manager.

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 organization

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5. Person specification

Qualifications

- Bachelor's degree in a relevant field (business, finance, IT etc) (Desirable)

Experience

- Proven strong experience in utilising mathematical and numeracy skills
- Experience in utilising databases.
- Previous experience in cleansing Human Resources and Payroll Data.
- Experience in utilising Pay Global (MYOB), PageUp and other HCM systems.
- Experience working in a project management environment, including working within project deadlines and with stakeholders.
- Proficient use of Microsoft Office products such as MS Word, MS PowerPoint, MS Visio, and Excel.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Stakeholder Engagement:** Ability to work with stakeholders to develop a basic data cleansing plan.
- **Team Work:** Ability to work with a Process Analyst and Data Owner to establish basic data controls under the direction of the project manager..
- **Data Management:** Ability to key in or bulk upload accurate data into a HRIS.
- **Attention to detail:** ability to develop and review a high-quality work, including identification of discrepancies
- **Problem Solving:** highly developed critical thinking and creativity skills
- **Communication:** highly developed interpersonal communication skills (written and verbal)

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.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: