

Womens Health & Family Services

Diversity | Innovation | Equity | Excellence | Respect | Trust | Integrity | Quality

Job Description

Title HR3 System Integration Project Officer

Classification Level	Type Fixed Contract for 3 months with possible additional 3 month extension	Location Northbridge	Date of this document 26-February-2019
Program	Corporate Services		
Responsible To	Chief Financial and Operations Officer		
Overall Purpose	Enhance the existing Human Resources (HR3) and Payroll (HR3 Kiosk) systems to deliver organisational efficiency to meet WHFS human resource and operational requirements. Undertake a key role in implementing an agreed schedule of work that includes business process improvement, process mapping, data migration, user acceptance testing, updating of documentation and user training. Support the HR Co-ordinator and Payroll Officer in daily operations as required.		

Summary of Duties to be Performed

Leadership/Communication

- Support the philosophy of WHFS.
- Support the integration of efficient systems and processes within WHFS current HR3 technology capacity.
- Network with stakeholders, individuals and groups in the community as required.
- Promote teamwork within WHFS by developing good working relationships with other employees, actively participating in meetings as required, being aware of the impact of one's actions on other workers and demonstrating initiative.

Administration

- Develop operational, work and project plans and report on progress of deliverables.
- Document business processes relevant to HR3.
- Participate in meetings and training as a contributing team member.
- Prepare data migration reports, process mapping, testing and other reports as required.
- Observe system change management principles

Operational

- Plan, promote, implement and evaluate training activities for HR3 enhancement.
 - Develop, review and implement tasks to assist the HR Co-ordinator and Payroll Officer to enhance the functionality of HR3 across the organisation.
 - Assist in providing training in HR 3 for employees as requested and/or identified.
 - Develop and maintain resources for use by employees.
 - Support the HR Co-ordinator and Payroll Officer while they improve their respective functions.
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Work Ethic

- Accepts direction and feedback for professional behaviour and implements changes as a result of feedback.
- Demonstrate a good work ethic by keeping to agreed time lines, accepting responsibility for outcome of own work, arriving punctually to meetings and activities, monitoring and reporting to agreed to targets and goals.
- Adhere to the policies, protocols and procedures of WHFS.

Information and Knowledge Management

- Participate in knowledge management activities, particularly identification, acquisition, sharing and preserving of knowledge.
- Gather, organise and share explicit and tacit knowledge.
- Update relevant databases of good work practices and lessons learned to retain organisational knowledge.

Quality

- Comply with the Quality Management System at WHFS and recognize that it forms a fundamental part of ensuring WHFS has the highest quality and safety standards to ensure delivery of client focused outcomes.

Risk

- Carry out any directives that help manage risk including carrying out any agreed risk management activities, reporting incidents in accordance with approved procedures and alerting management to any risk identification or increases in risk that do not appear to have been sufficiently controlled.

Other

- Undertake other duties as required.
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Selection Criteria

Essential

- Advanced user proficiency in HR3 system.
- Demonstrated experience working in HR and payroll.
- Experience in planning, delivering, promoting and evaluating staff training in software use and business processes.
- Sound understanding and application of learning principles and best practice.
- Intermediate level proficiency in Microsoft Office.
- Excellent written and oral communication skills.
- Highly organised, attentive to detail and self-starting.
- Current 'C' class driver's license.
- National Police Clearance

Desirable

- Experience in business process mapping and improvement.
- Tertiary qualifications in Business or Information Systems.

It is the policy of WHFS that all employees undergo national criminal record screening. The cost is borne by the employee.