

Position overview

Position title	HR Functional System Admin
Business unit	People, Culture & Safety
Remuneration type	Indoor EA Level 6
Reports to	HR Shared Services Manager
Direct reports (role)	N/A
Locations(s) (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Southern Corporate Centre, Caboolture
Success profile	2.3 HR Role Success Profile
Delegation level	N/A

Position purpose

The HR Functional System Admin role plays a key role in the development, implementation and maintenance of the HRIS associated with the collection, retrieval, accessibility and usage of employee information.

This role is responsible for identifying areas of opportunity to improve existing HRIS processes, functionality and workflows, and for maintaining security and integration controls, ensuring improved data management, integrity and efficiency.

Further, the HR Functional System Admin is responsible for maintaining and continually improving the systems and processes that ensure all aspects of HRIS runs smoothly, and that the HR Shared Services internal customers always have a positive experience.

Position accountabilities

Key functions of the role include:

- Building positive and strongly connected internal relationships with key internal stakeholders across the business to ensure delivery of the HR Shared Services program in alignment with business outcomes.
- Managing the functionality of the HRIS, including system administration, local trouble shooting to support quality human resource management processes
- Managing change requests and conducting the test, implementation, maintenance and enhancement of the HRIS system
- Ensuring the HR system complies with specifications and user requirements including the Information Governance Framework
- Developing reports, analysing data and providing information to stakeholders

- Liaising and clarifying information with stakeholders
- Coordinating and managing testing of HRIS system changes / upgrades as required in conjunction with ICT technical staff and external vendors
- Troubleshooting and investigating issues within the HRIS and associated integrations/interfaces and providing solutions to stakeholders
- Conducting regular system audits and data maintenance activities in line with Unitywater Quality Systems and Frameworks
- Provide HR systems end user support, including user-issue escalation
- Acting as the liaison between ICT stakeholders and third-party vendors regarding database administration
- Provides training and troubleshooting tips to the People, Culture and Safety team members and broader business stakeholders as appropriate, on features and functionality of HRIS systems and applications as needed
- Representing the HR Shared Services Team at Change Advisory Board
- Ensuring HR Shared Services & the broader PCS Team are advised of system changes as appropriate
- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

Key relationships

Key working relationships internal and external to Unitywater are:

- HR Shared Services Manager
- Payroll Manager
- Head of People Capability and Shared Services
- Technology & Digital Solutions Team
- External vendors

Capability requirements

The requirements for the position are:

- Tertiary qualifications in Information Technology or equivalent demonstrated experience
- Expert knowledge of principles, practices and standards of Human Resource Information Systems administration and database maintenance concepts
- Knowledge of Human Resources Information Systems, preferably TechnologyOne
- Strong functional knowledge and understanding of people practices and processes as it relates to systems

- Strong technical knowledge and understanding of systems, databases and integrations
- Demonstrated customer-service focus and ability to work build and maintain strong working relationships with external and internal stakeholders
- High level attention to detail and strong analytical and problem solving skills
- Excellent written and verbal communication skills
- HR systems reporting, HR process, and project management experience required
- Highly organised with ability to manage multiple priorities in a fast-paced environment
- Demonstrated experience and maturity to handle confidential and sensitive information
- Possess a positive, service oriented attitude with excellent follow through on issues
- Foresees potential challenges and comes prepared with solutions to solve variety of problems.
- Advanced Microsoft Excel skills (VLOOKUP, pivots for example)
- C Class Drivers License.

After hours service

This role may be required to participate in after hours work and be part of an on call roster as the need may arise to ensure the continuity of service to Unitywater's customers.

One Unitywater Behaviours

The One Unitywater Behaviours define how we work together at Unitywater. They guide our everyday interactions, influence how we make decisions, drive us to achieve our strategy and help us to create our One Unitywater culture together.

Create the Future is about seeking to learn through new ideas and innovations, planning strategically, adapting to challenges and steering Unitywater towards a sustainable future.

Care Together is about fostering a culture of safety, collaboration, and customer-focused service. It's about creating a workplace where people feel valued, work inclusively and deliver outstanding outcomes for our customers.

Own It is about taking responsibility for our actions, being transparent and accountable, and striving for excellence in everything we do. It's about demonstrating integrity, welcoming feedback and ensuring we follow through on commitments.