

POSITION DESCRIPTION

Position Title: Principal HR Systems

Job Level: L8

Reports to: Manager Human Resources

Our vision: Together, we create a thriving, resilient and inclusive future for our diverse community.

Our Values:

Quality – We strive for excellence and take pride in everything we do. We challenge our thinking and look beyond the obvious.

Unity - We work as one team and actively share our ideas and information across the organisation.

Integrity - We are honest and ethical in everything we do, fostering transparency and promoting public trust and continued confidence.

Role purpose:

The Principal HR Systems is responsible for the administration, optimisation and continuous improvement of the Town's HR systems and employee lifecycle processes. The position provides specialist advice and support in relation to processes relating to recruitment, onboarding, employee movements, workforce administration, reporting and offboarding activities, ensuring processes are efficient, compliant and aligned with organisational objectives and stakeholder expectations. Working collaboratively with stakeholder groups, the role identifies opportunities to improve systems, streamline workflows, enhance data quality and strengthen employee lifecycle controls to support an improved employee experience. This position provides a senior specialist capability and may supervise junior positions as the function grows.

Accountabilities:

- **HR Systems and Data Management:** Administer, maintain and optimise the Town's HR systems to support efficient workforce management; Ensure the integrity and accuracy of HR workforce data; Develop and maintain workforce reports and analytics.
- **Employee Lifecycle Processes:** Lead the continuous improvement of recruitment, onboarding, employee movement and offboarding processes; Implement effective controls and procedures to improve compliance, efficiency and employee experience.
- **Continuous Improvement:** Identify and implement practical improvements to HR systems, workflows and business processes; Support HR system upgrades, implementations and change initiatives.
- **Stakeholder Support:** Provide specialist advice, training and support on HR systems and workforce processes; Build effective relationships with internal stakeholders and external providers.
- **Governance and Compliance:** Ensure HR systems and processes comply with relevant legislation, policies and procedures; Support audit, reporting and risk management requirements.
- Ongoing compliance with the relevant *Work Health and Safety Act 2020 and Regulations 2022*, statutory requirements and relevant Legislation along with WHS IOP 015 Obligations and Responsibilities, the WHS Management Plan, policies, procedures and work instructions.
- Act in accordance with the organisational values of Unity, Quality and Integrity.

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- Other duties, responsibilities and projects as directed within the skill and abilities of the individual.

Essential Experience:

- Demonstrated experience administering, maintaining and optimising HRIS and workforce management systems.
- Experience reviewing and improving employee lifecycle processes, including recruitment, onboarding, employee changes and offboarding.
- Experience producing workforce reports and analysing workforce data to support business decision-making.
- Experience supporting system implementations, upgrades, testing and user adoption activities.
- Experience engaging with stakeholders to improve systems, processes and service delivery.

Desired Experience:

- Experience working within Local Government or a similar public sector environment.
- Experience in process mapping, workflow automation or continuous improvement initiatives.
- Experience contributing to HR systems projects or organisational change initiatives.
- Experience providing guidance or mentoring to team members.

Internal Relationships:

- Manager Human Resources
- Human Resources Team
- Executive Leadership Team
- Managers and Supervisors
- Payroll
- Information Technology
- Finance
- All employees

External Relationships:

- Recruitment and workforce service providers
- Training providers
- Local Government industry networks
- Government and regulatory agencies (as required)
- External auditors
- Other stakeholders as required.

Position Requirements:

Qualifications

- Tertiary qualification in Human Resources, or a related discipline, or demonstrated equivalent senior experience.
- Current National Police Clearance or ability to obtain.
- Current C Class Driver's Licence.

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Knowledge

- Human Resources Information Systems (HRIS) and workforce management systems, ideally TechOne and working knowledge of PowerBI.
- Employee lifecycle management practices and workforce administration processes.
- Employment legislation, industrial instruments and records management requirements.
- Data governance, reporting and information management principles.
- Continuous improvement methodologies and process improvement techniques.

Skills

- Strong analytical and problem-solving skills.
- Ability to interpret workforce data and prepare meaningful reports.
- Well-developed written and verbal communication skills.
- Strong stakeholder engagement and relationship management skills.
- Ability to prepare procedures, documentation and user guides.
- Proficiency in Microsoft Office applications and contemporary HR systems.

Personal Attributes

- Demonstrates initiative and a continuous improvement mindset.
- High level of professionalism, integrity and confidentiality.
- Customer-focused and committed to service excellence.
- Collaborative and able to build effective working relationships.
- Adaptable and resilient in a changing environment.

Key Performance Indicators: to be established with line leader in the first three (3) months.

Employee Name: _____

Manager Name: _____

Employee Signature: _____

Manager Signature: _____

Effective Date: _____