

# Position Description

## HR Systems Analyst

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| <b>Classification:</b>           | HS3  |
| <b>Business unit/department:</b> | People and Culture - HR Systems  |
| <b>Work location:</b>            | Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/><br>Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify) |
| <b>Agreement:</b>                | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025   |
| <b>Employment type:</b>          | Full-Time  |
| <b>Hours per week:</b>           | 40 (38 hours + ADO)  |
| <b>Reports to:</b>               | Manager HR Systems   |
| <b>Direct reports:</b>           | Nil  |
| <b>Financial management:</b>     | Budget:  |
| <b>Date:</b>                     | 03/09/2025   |

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

This position will work within the HR Systems team and is expected to demonstrate a high degree of proficiency with technical systems and associated processes. The appointee is accountable for participation in planning, documentation of procedures, process execution, training and reporting.

### About the Directorate/Division/Department

The People & Culture Division is one of seven directorates reporting to the Chief Executive Officer.

HR Shared Services forms part of the P&C Directorate and incorporates HR Services, Payroll, HR Systems & Austin Advantage Salary Packaging, providing a comprehensive range of people services to Austin Health.

The functions of the HR Systems Team is to support the Management of Human Resource Information Systems SuccessFactors Suite and UKG Pro Workforce Dimensions (Kronos) rostering/timesheet organisational wide reporting suite.

The effective operation of these systems is required to support staff and for business-critical processes such as recruitment, payroll, scheduling, and management/organisational reporting.

## Position responsibilities

- **System Support:** Investigating and resolving HR Systems support tickets through Jira.
- **Testing & Improvement:** Supporting the testing of enhancement updates, enterprise agreement changes and biannual releases for both SuccessFactors (Employee Central, EC Payroll) .
- **Stakeholder Engagement:** Collaborating with business users to understand their needs and working with our third-party support partners to resolve complex issues.
- **User Enablement:** Keeping upto date our user guides, workbooks and material to support our end users.

## Selection criteria

### Essential skills and experience:

- A high level of proficiency in **SuccessFactors Employee Central & Reporting**
- An understanding of **Employee Central Payroll/Reporting**
- A detailed understanding of **rostering and timekeeping** solutions.
- Advanced **Excel skills** and the ability to translate data into meaningful reports.
- Clear **communication skills** and a passion for helping others.

### Desirable but not essential:

- SuccessFactors Certification in Employee Central
- Previous experience in the Health Industry

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with the requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future

- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's Immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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