

# Position Description

## Position Title: Senior UKG Systems Analyst

<b>Classification:</b>	Admin Officer Grade 3
<b>Business unit/department:</b>	People & Culture – HR Systems
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" 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+ADO)
<b>Reports to:</b>	HR Systems Manager
<b>Direct reports:</b>	None
<b>Financial management:</b>	Budget: N/A
<b>Date:</b>	05/08/2025

### Position purpose

The UKG Pro Workforce Management Configuration Specialist is responsible for the administration, configuration, and continuous improvement of the UKG Workforce Management system. The role ensures accurate payroll processing, legislative compliance, and seamless integration with other HR and payroll systems. The Configuration Specialist will collaborate closely with People & Culture, technology teams, and payroll to support business operations and strategic initiatives.

### 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 Solutions, Payroll, HR Systems & Austin Advantage Salary Packaging, providing a comprehensive range of people services to Austin Health.

The functions of the HR Systems Team are to support the Management of Human Resource Information Systems including the staff portal; SuccessFactors, UKG Workforce Management system solution and in-house data warehouse environment, systems integration, organisational wide reporting suite and employee recruitment and variation system. The effective operation of these systems is required to support staff and for business-critical processes such as recruitment, payroll, scheduling, and management reporting systems.

## Position responsibilities

The UKG Pro Workforce Management Configuration Specialist is responsible for the administration, configuration, and continuous improvement of the UKG Workforce Management system. This includes modules for timekeeping, scheduling, and attendance. The role ensures accurate payroll processing, legislative compliance, and seamless integration with other HR and payroll systems. The Configuration Specialist will collaborate closely with People & Culture squads, technology teams, and payroll to support business operations and strategic initiatives.

### Key Responsibilities:

- Administer and maintain UKG Pro WFM modules including timekeeping, scheduling, and attendance.
- Configure and update pay rules, accruals, and work schedules to ensure payroll accuracy and compliance.
- Lead implementation of UKG/Kronos system updates and new functionalities.
- Troubleshoot system issues and provide technical support to end users.
- Ensure system compliance with relevant legislation, audits, and internal policies.
- Collaborate with People & Culture and IT teams to improve processes and maintain data integrity.
- Generate reports and analyse workforce data to support strategic decision-making.
- Implement governance frameworks to uphold payroll accuracy and legislative compliance.
- Develop and maintain system interface knowledge to ensure robust data flows across HR platforms.
- Review and streamline manual processes in consultation with P&C squads.
- Provide detailed issue analysis and deliver effective solutions using sound analytical skills.
- Communicate effectively with managers and employees to resolve system-related queries.

## Selection criteria

### Essential skills and experience:

- Experience administering and implementing UKG Pro Workforce Management, including full-cycle implementations.
- Advanced scheduling expertise and strong functional knowledge of UKG/Kronos modules.
- Proven ability to configure complex pay rules, accruals, and work schedules.
- Deep understanding of payroll integrations, particularly between UKG and payroll platforms.
- Skilled in interpreting Enterprise Agreements and Awards for accurate system configuration.
- Strong problem-solving and troubleshooting capabilities across WFM and payroll systems.
- Experience managing multiple projects independently and meeting tight deadlines.
- Proficient in developing process documentation and governance frameworks.
- Excellent written and verbal communication skills for stakeholder engagement.
- Boomi integration experience is highly desirable.

### Desirable but not essential:

- Custom report writing skills advantageous.
- Prior experience in the healthcare industry will be highly regarded.



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show we care



We bring  
our best



Together  
we achieve



We shape  
the future

## 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 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.*
- 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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