

HR/Payroll Data Analyst

Award	Non-Award
Responsible to	Manager Information & Communication Technology
Location	Head Office
Summary of role	In accordance with Resthaven Philosophy and Policies responsible for working closely with the Project Ignite team to support payroll and HR data migration.
Special conditions	Work outside normal hours from time to time as required.

Key Responsibilities and Duties

Project Ignite will see the replacement of Resthaven's core systems, the HR/Payroll Data Analyst will work closely with the Ignite team, HR & payroll staff as well as the ICT team during the Payroll & HRMS phases.

The HR/Payroll Data Analyst will undertake duties in accordance with the philosophy, business practices and policies of Resthaven Incorporated, and perform the following duties:

- Facilitating and gathering information from stakeholders to understand their needs and detailed requirements
- Document business requirements
- Analysing, interpreting, and presenting data for decision making related to enterprise agreements and payroll related data
- Analyse and identify any potential variances that need to be reconciled prior to migration
- Work closely with the business to cleanse data and carry out data migration.
- Assist with UAT, documenting and resolving data discrepancies
- Document standard operation procedures & work instructions for the new process and provide necessary training to the payroll processing team.
- Manage requirements scope in accordance with project scope and objectives

Quality and Safety

Responsible for:

- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work.
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures.
- Participating in mandatory Health and Safety training sessions.
- Identifying and reporting hazards in the workplace.
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis.

Privacy and Confidentiality

Responsible for:

- Adhering to Resthaven Privacy of Information Policy and Procedure at all times.
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff.
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and
 - anything else that is notified as being confidential.

Other duties as directed by Manager ICT or Executive Manager Finance, commensurate with classification and training

Person Specification HR/Payroll Data Analyst

ESSENTIAL CRITERIA

Qualifications / Experience

- Experience implementing a payroll system, preferably Preceda.
- Experience with HR System data migrations, preferably Peoplestreme
- Demonstrated, strong payroll systems and configuration experience
- Detailed understanding of payroll calculations, deductions, disbursements
- Payroll experience within the Not For Profit sector
- Must be proactive and has the ability to work independently.
- Strong understanding of payroll, HR/Payroll system and processes.
- Excellent problem solver
- Highly developed business analysis skills
- Passion for customer satisfaction and delivering high quality solutions

DESIRABLE CRITERIA

- Experience in the Aged Care sector
- Previous experience in a health related payroll
- Previous experience with CIM and Preceda

Approved

Manager ICT

Date _____

Acknowledged

Employee

Date _____