

POSITION TITLE	Systems Administrator, People and Capability
REPORTING TO	General Manager, People and Culture
DEPARTMENT	Organisation Capability and People
CLASSIFICATION	Common Law

THE ROLE

To provide system administration and support to advance our people, safety, capability and quality processes and practices to enhance employee experience.

KEY RESPONSIBILITIES

Duties

Service and support

- Administration of HRIS, LMS, Performance Management and Engagement, Safety, Quality and other platforms used by the Organisation, Capability and People team, including onboarding staff, user management, workflow management, platform configuration, maintenance and updates, and data management
- P&C team 'lead' in position management within the payroll system and HRIS
- Provide training, ongoing support and guidance to users to ensure effective use of systems
- Facilitate resolution of any technical issues with IT and system providers support
- Identify and implement improvements in the system and processes to enhance team member system experience
- 'Significant date' management to ensure that 'significant date' milestones and updates are actioned
- Contribute to advancing people and capability technology and support a range of projects and initiatives relative to system upgrade and continuous improvement
- Ensure compliance with data protection and privacy regulations and policies to protect sensitive information

Payroll

- Act as a conduit between Payroll and People & Culture, entering new starter data, resolving or escalating queries
- Maintain the position management structure
- Processing data keeping strict adherence to payroll timeframes and blackout periods
- Running and disseminating reports

Reporting

- Manage employee data, ensuring it is secure, accurate and up to date
- Generate reports and dashboards, such as Power BI, to support decision making with organisation, capability and people metrics and analytics
- Support members of the Organisation, Capability and People team with data extraction, compilation and reporting

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Demonstrated experience in using and administering HR systems
- Demonstrated experience of HR processes and data management
- Proficient in the use of Microsoft applications including Outlook, Teams, Word, Excel and SharePoint
- Intermediate Excel skills for reporting
- Demonstrated experience in administrative payroll functions (ADP payroll software experience desirable but not essential)
- High attention to detail
- Strong supporter of Women's Rights and willing to push the boundaries
- Team player who is approachable with strong interpersonal and listening skills together with the ability to empower
- Results focused, self-motivated and a self-starter who goes above and beyond
- Doesn't settle, strives for continuous improvement and has a high level of integrity

At YWCA Australia, we live our values every day

