People and Culture Systems Administrator

Position Description

Directorate:	Corporate Services
Reports to:	Senior People and Culture Systems Partner
Direct reports:	NIL
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Maintain the stable operation of the Society's People and Culture systems and provide technical support to users and course designers.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Corporate Services directorate. The teams within the directorate and their functions are:

Strategy and Outcomes: this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

People and Culture: this team is responsible for the Society's people related functions and strategy including people strategy; people policy; people systems; diversity and inclusion; organisational development; recruitment; people and culture services; employment relations and business partnering.

Safety and Emergency Management: this team is responsible for state-wide work, health and safety strategy; work, health and safety audits; wellbeing; return to work and emergency management functions.

Accountabilities and responsibilities

The People and Culture Systems Administrator will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Provide technical support and respond to issues regarding all aspects of the Society's People and Culture systems including learning management, performance development and any future human resources information systems.
- Support systems utilisation and optimisation by responding to user issues, access, risks, design and development issues.
- Ensure the ongoing stable operation, security and documentation related to the Society's People and Culture systems.
- Analyse data and provide recommendations to troubleshoot issues and continuously improve data integrity and utilisation across People and Culture systems.
- Contribute to the effective management and utilisation of people data across the Society's various systems including data cleansing and maintaining data integrity.
- Contribute to a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Ensure that People and Culture systems are stable and operational for use by employees.
- Respond to and resolve any technical issues relating to use of the People and Culture systems in an appropriate timeframe.
- Respond to and resolve any technical issues relating to course design for the learning management system in an appropriate timeframe.

Key working relationships

In addition to the Senior People and Culture Systems Partner and their direct reports, the People and Culture Systems Administrator will foster close working relationships with:

- Learning and Development team (Corporate Services);
- Team Lead, End User Computing (Corporate Services);
- ICT team colleagues, especially colleagues in the Cloud and Network Services, Technology Strategy and Program Management, and CRM teams (Corporate Services).

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we Serve' Centric**: (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values Based Leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.

- **Impact Focus**: (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.

- **Collaboration**: (Level 2) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.

- **Change Leadership**: (Level 2) Support others to engage with, and adapt to change.

- **Team Performance**: (Level 2) Motivate and manage individual and team performance and develop their capabilities.

- **Digital Engagement**: (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.

- **Innovation and Improvement**: (Level 3) Facilitate an improvement in existing and new services, and ways of working.

- **Financial Acumen**: (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Relevant tertiary qualification/s or equivalent experience in People and Culture systems administration or related.

- Demonstrated proficiency in Learning Management Systems and technology.

- Ability to manage competing tasks and prioritise effectively.

- Analytical skills and ability to manipulate data from multiple sources

- Previous experience working with employee-related data including managing data uploads, developing user guides and Standard Operating Procedures

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.