

Position Description



Title	Human Resources Analyst – Project Support
Business Unit	People and Culture
Location	4/130 Lonsdale Street Melbourne 3000
Employment type	Full time Maximum Term (12 Months)
Reports to	Project Lead

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The Human Resources (HR) Analyst position is project based and provides high level human resources advice and administrative support to the project including collection, compilation, and analysis of HR data from a wide range of people data sources to drive project reporting and outcomes.

3. Scope

Budget: nil

People: nil

4. Relationships

Internal:

- Project team members
- People & Culture team
- Operations: program leaders

Position description

Human Resources Analyst



External

- N/A

5. Key responsibility areas

Functional

- Provide quality HR advice, high level administrative support and data analysis to the project Lead
- Identify, analyse, and interpret trends or patterns in data
- Based on metrics and analysis, make recommendations for policies, procedure and/or practice improvement
- Support the development of data analytics reports from a wide range of people data sources to drive project reporting and outcomes
- Undertake research across PayGlobal/Kronos systems, analyse results, investigate options and provide recommended solutions to project related issues
- Work closely with the project team and People & Culture Business Partners to obtain the relevant information required
- Identify risks relating to project and escalate for risk mitigation strategies
- Maintain a robust record of collated information
- Attend project meetings as required
- Other duties as required

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

6. Person specification

Qualifications

- Relevant tertiary qualifications (bachelor's degree) mandatory; in a human resources related discipline desirable; or demonstrated experience

Approved by: Head of People and Culture	Page 2 of 3	Division: People and Culture
Date Approved: November 2020	Printed copies of this document are not controlled.	Next Review Date: November 2021

Position description

Human Resources Analyst



Experience and knowledge

- Demonstrated relevant experience across generalist human resources functions and activities
- Proficient with or the ability to quickly learn the organization's HRIS, payroll, and similar employee management software; PayGlobal/Kronos experience desirable
- Solid knowledge and understanding of Industrial Legislation Frameworks including the Fair Work Act, Awards and Enterprise Agreements, policies and procedures
- Advanced level of computer literacy - experience of data analysis/data manipulation/problem solving
- Advanced Excel is essential - fully confident with VLook-ups, writing and understanding formulas, pivot tables, linking of different worksheets
- Previous experience in HR project support, desirable
- Good demonstration and knowledge of leading practice human resources

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Interpersonal skills:** ability to communicate complex information clearly and in an engaging manner
- **Stakeholder relationship:** Proven strong negotiation and influencing skills including the ability to relate to others in a meaningful way
- **Problem solving:** proven strong analysis capability and complex problem solving
- **Communication:** Strong written and verbal communication skills, including the ability to conduct presentations and reporting.
- **Teamwork:** willingness to be proactive and help others, contribute to the continuous improvement of a positive, collaborative and effective work environment.
- **Project Support:** proven experience supporting project(s).

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check to your State **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>