



Applications are invited from suitably qualified and experienced persons for the following position.

HRIS and Payroll System Administrator

The successful applicant will provide effective system administration of the Empower Human Resource (HR) information system and support to HR process improvement initiatives for the Archdiocese of Canberra and Goulburn. The HR system supports the smooth functioning of a large payroll function (approximately 3000 staff paid a fortnight), HR administration, casual relief staff and training and development.

Applicants must possess proven experience in HRIS/Payroll system administration and support; the ability to work with staff to drive system improvement initiatives, strong team skills, with the ability to establish positive working relationships.

This is a full time position, however part time and job share arrangements will be considered. The terms and conditions will be as per the Officers and Senior Officers Collective Agreement 2012-2014.

Applicants **must address the selection criteria** and list three referees, one of whom must be a current employer.

Please see the following documents below to assist with your application:

- Duty Statement
- Selection Criteria
- Conditions of Employment

This position will commence in ASAP.

For further information, please contact Ian Chalker on 6234 5444 or via email on ian.chalker@catholic.edu.au

Applications, should be sent via email to recruitment@catholic.edu.au

Closing date: 8 May 2015



Duty Statement

POSITION TITLE: HRIS and Payroll System Administrator

RESPONSIBLE TO: Senior Officer HR Systems and Recruitment, Human Resource Services

DATE: April 2015

ROLE PURPOSE

This position works closely with the Payroll Team and Human Resource Services Team in the implementation of the corporate vision of Catholic education as expressed in the Mission Statement of the Catholic Education Office through effective system administration of the Empower HR information system and support to process improvement initiatives.

PRINCIPAL RESPONSIBILITIES

- Implement and promote the corporate vision of Catholic Education, as expressed in the Mission Statement of the Catholic Education Office.
- Systems Administrator for the Empower HR Information System. Ensure the system meets key legislative and organisational requirements. Maintain interfaces with other corporate systems.
- Facilitate process improvement initiatives in collaboration with Human Resource Services staff and other stakeholders.
- Lead projects to enhance the HR Information System, including change management and implementation in schools.
- Analysis and reporting of HR data. Work with payroll team to ensure the integrity of data in Empower.
- First point of contact with Empower to resolve processing and technical issues within the Empower system. Escalate issues not resolved within reasonable timeframes.
- Lead testing of upgrades, service packs and hot fixes as required and implement within agreed timeframes.
- Provide and update access levels for users in Empower subject to appropriate approvals in accordance with Empower access policy.
- Provide backup and support to the Payroll team, especially during times of peak load or staff absence.
- Other duties as directed by the Senior Officer HR Systems and Recruitment.



Selection Criteria

(to be addressed in your application)

1. **Knowledge**

- 1.1 Advanced knowledge of payroll and Human Resource Information Systems. Knowledge of the Empower Human Resources Information System is desirable
- 1.2 Proficient in the use of Microsoft Office software, in particular Excel for analysis and presentation of data. Knowledge of database and/or business intelligence tools will be an advantage.
- 1.3 A minimum of 3 years payroll and systems administration experience, ideally working as part of a large payroll environment.
- 1.4 Sound project management skills.

2. **Achieves results**

- 2.1 Ability to identify opportunities for process improvement and to successfully implement system change with a variety of stakeholders.
- 2.2 Sound written and oral communication skills, including the ability to develop user guides and conduct staff training.
- 2.3 Sound understanding of awards, leave provisions and other employee entitlements.
- 2.4 Demonstrated ability to work under pressure and adapt to changing work priorities.

3. **Personal Qualities**

- 3.1 An understanding of and willingness to support the mission of the Catholic Church in education.
- 3.2 Highly developed interpersonal, communication and organisational capabilities.
- 3.3 Commitment to professional and personal development.

PLEASE NOTE:

Applications should consist of the following:

1. One page cover letter
2. Resume or CV of no more than 2 pages
3. A statement against the selection criteria of no more than 4 pages
4. The names and contact details of 3 referees (one of which must be your current employer).



Conditions of Employment

1. The successful applicant will commence duties ASAP. This is a full time position, however part time and job share arrangements will be considered. The officer's initial appointment will be for three years and option for renewal of the contract will be subject to: a successful performance review held in the final year of the contract term, the future availability of the position, and the particular needs of the system and the employee.
2. The successful applicant will be employed under the terms and conditions of the Officers and Senior Officers (Archdiocese of Canberra and Goulburn Catholic Diocesan Schools) Collective Agreement 2012-2014. A copy of the agreement is located on the CEO Website at www.cg.catholic.edu.au
3. The starting salary for this position will be \$83,751 pa (Officer Band 1, Level 3), plus superannuation.
4. Hours of work will be 38 hours per week to be worked between 8.30 am and 5.00 pm, Monday to Friday. On occasion, there may be a need for the staff member to work outside these times.
5. Staff Appraisal is conducted annually.
6. Annual leave is four (4) weeks per annum. This is normally taken during school vacation periods.
8. The appointment of the successful applicant will be subject to satisfactory employment screening for child related employment in accordance with CEO policy. Compliance with the Working With Vulnerable People Legislation in the ACT and the Working With Children Check Legislation in NSW is compulsory for this position.



Employment Collection Notice

1. The Catholic Education Office (CEO) will generally collect personal information about an individual using forms completed by the individual, interviews and telephone calls.
2. In relation to personal information of an individual, the CEO's primary purpose of collection is to enable it to provide schooling for the student.
3. Some of the information we collect is to satisfy the CEO's legal obligations, particularly to enable the System to discharge its duty of care.
4. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws with which the CEO complies as relevant.
5. The CEO may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school or previous employers.
6. Health information about a person is classified as sensitive information within the terms of the Australian Privacy Principles under the Privacy Act.
7. The CEO, on occasion, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools; government departments or agencies such as the ACT and NSW educational and teaching Institutes, the Catholic Education Commission; the National Catholic Education Commission; the Archdiocese of Canberra and Goulburn and its parishes; other Dioceses or parishes, medical practitioners and people providing services to the schools.
8. The CEO has in place procedures to protect the personal information it holds from misuse, loss, unauthorized access, unauthorized modification or disclosure.
9. The CEO may utilise external providers to deliver certain services including 'cloud' data storage to the System and its staff and students. The CEO may store personal information in the 'cloud' which may mean that it resides on servers that are located outside Australia.
10. The CEO's Privacy Policy sets out how employees may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the CEO's duty of care to the staff or students, or where information is provided in confidence.
11. The CEO from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. Such information may also be disclosed to organisations that assist in the CEO's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasion information such as academic and sporting achievements, student activities and school-related news is published in School and Diocesan newsletters, magazines or other publications and on the School, Catholic Education Office or Diocesan websites. Photographs of employee and student activities such as academic or sporting events, school camps and excursions may be taken for publication in newsletters and magazines and on our intranet.
13. The CEO's Privacy Policy outlines how an individual may complain about an alleged breach of privacy and how the System will deal with such a complaint.

The Catholic Education Office Privacy Policy can be viewed at <http://www.cg.catholic.edu.au/>