



## Position Description

<b>Title:</b>	<b>Senior Data Analyst (Payroll processes and system implementation)</b>	<b>Location:</b>	Toowoomba Catholic Schools Office
<b>Reports to:</b>	Project Manager (Payroll processes and system implementation)	<b>Classification:</b>	Professional Officer PO5
<b>Directorate:</b>	Office of the Executive Director	<b>Tenure:</b>	Fixed Term, Full time

### 1. Purpose

The role of the Senior Data Analyst will be responsible for the data migration from legacy systems, preparation of data mapping, merging, cleansing, and validation of data, and participating in the go-live and reinforcement activities to achieve production ready data to support a fully functional payroll and human resources information system (HRIS) for the Diocese of Toowoomba Catholic Schools' (TCS) and Toowoomba Catholic Kindergarten Care (TCKC), in consultation with key stakeholders. The role holder operates as a senior project specialist to deliver system-wide business process improvement which aims to increase effectiveness and efficiency of all payroll (HRIS) functions.

### 2. Experience and qualifications

#### Essential

- empathy with the values and ethos of the Catholic faith
- a relevant qualification (Business or Information Technology) at degree level or equivalent skills, experience and competencies to that of a relevant qualification at degree level or higher, as determined by the Toowoomba Catholic Schools Office
- minimum of three (3) years' experience in data migration projects or similar role
- demonstrated experience delivering data migration from legacy systems, preparation of data mapping, merging, cleansing, and validation of data, and participating in the go-live and reinforcement activities to achieve production ready data to support a system implementation project
- demonstrated experience with data migration patterns, processes, and a variety of tools
- excellent interpersonal, verbal, and written communication skills with an ability to negotiate and influence
- effective relationship building and influencing skills
- demonstrated experience in stakeholder collaboration, aptitude to quickly understand their service operations
- a current class C driver licence and the willingness to travel, as required
- a current working with children check (Blue Card), or the willingness and ability to obtain one prior to commencement

#### Desirable

- experience working in an education payroll and human resources setting
- relevant certifications including ITIL, Prince2, PMBOK, Agile etc

### 3. Key result areas

- 3.1 initiate and lead the delivery of production ready data for TCS and TCKC's payroll and human resources information system (HRIS) implementation
- 3.2 execute day-to-day deliverables to analyse existing payroll data to identify any inconsistencies, errors, and gaps that need to be addressed during the implementation process, ensuring that the data is accurate and reliable for production migration
- 3.3 collaborate with the project team and stakeholders to design and develop the new payroll system by providing insights into data structures, database design, and user interfaces to ensure that the system is optimised for data analysis and processing
- 3.4 provide expert advice and recommendations to stakeholders that inform project decision making
- 3.5 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

### 4. Statement of responsibility

While at work the position holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the position holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

### 5. Statement of duties

The information detailed above is an accurate reflection of this position. Attached to this position description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties Statement

### Senior Data Analyst (Payroll processes and system implementation)

#### 3.1 Initiate and lead the delivery of product ready data for TCS and TCKC's payroll and human resources information system (HRIS) implementation

- develop approach and execute data lifecycle deliverables including data migration from legacy systems, preparation of data mapping, merging, cleansing, and validation of data, and participating in the go-live and reinforcement activities.
- provide project performance parameters and reporting related to production ready data
- monitor data risks and issues, identifying potential roadblocks and developing contingency plans to mitigate risks and address issues as they arise
- ensure compliance with all standards, policies and procedures driving consistency of process across data management

#### 3.2 Execute day-to-day deliverables to analyse existing payroll data to identify any inconsistencies, errors, and gaps that need to be addressed during the implementation process, ensuring that the data is accurate and reliable for production migration

- collaborate with the project team and stakeholders to design and develop the new payroll system by providing insights into data structures, database design, and user interfaces to ensure that the system is optimised for data analysis and processing
- initiate and lead data testing within the new payroll system, including the development of test cases and the execution of tests, ensuring that the system is functioning as intended and that the data is accurate and consistent.
- responsible for training end-users on how to use the new payroll system with regards to data entry, data validation, and reporting
- provide ongoing support to end-users and development team to troubleshoot issues and defects and resolve data-related concerns

#### 3.3 Collaborate with the project team and stakeholders to design and develop the new payroll system by providing insights into data structures, database design, and user interfaces to ensure that the system is optimised for data analysis and processing

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- foster effective communication within the project team and with stakeholders, ensuring that information is shared openly and transparently, and that all stakeholders are kept informed about data progress, risks, and issues.
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks with internal and external stakeholders and work collaboratively with stakeholders
- deliver excellent written and verbal communication

#### 3.4 provide expert advice and lead negotiations and establishment of recommendations, that inform effective project decision making

- effectively negotiate with a broad range of stakeholders, both internal and external to the project
- deliver high level problem solving and research/analytical skills including the ability to obtain and interpret information and make specific recommendations
- deliver decisions within the accepted parameters of policies, procedures, work practices and delegations

- provide specialist and complex advice on matters pertaining to Payroll processes and system implementation project

**3.5 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment