

## Position Description

Position Title	Workforce Information Specialist
Position Number	30009746
Division	People and Culture
Department	Workforce Planning and Resourcing
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 5
Classification Code	HS5 – HS33
Reports to	Director Workforce Planning and Resourcing
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"><li>National Police Record Check</li></ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

The Workforce Information Specialist provides expert advice and guidance on workforce information maintained in Bendigo Health human resource information systems. This position serves as a key contact for the system's organisational position based hierarchy, position profiles, workforce reporting and analysis. Maintaining accurate position information is critical in enabling building, system and information access for our workforce.

The position operationally reports to the Director, Workforce Planning and Resourcing, within the People and Culture Division. It provides high level support to the People and Culture Leadership Team and has key partnerships with Workforce Systems and Analytics, Recruitment, Payroll, People and Culture Advisors, Learning Education and Development, Finance, Digital Services and Facilities Management to ensure accuracy and data integrity.

## Responsibilities and Accountabilities

### Key Responsibilities

- Maintaining the organisational position establishment in SAP, defining the position attribute requirements for new positions and position changes, ensuring that all staff have the right building and system and information access at the right time, and employee compliance can be effectively managed
- Designing and facilitating changes to the organisational structure in SAP following organisational changes and restructures.
- Providing specialist advice on data management, systems and workforce analytics.
- Building relationships and working collaboratively with a range of stakeholders to support an accurate flow of workforce and position information.

Key relationships include:

- Workforce Systems and Analytics, for SAP and Kronos data input and maintenance
- People and Culture Advisors and Recruitment Coordinators, maintaining up-to-date position and hierarchy information
- Payroll Services, ensuring staff position data is accurate and enables the correct building accesses, technology requirements and compliance needs
- People and Culture Administration, assisting with ad-hoc queries in relation to position information, unpaid groups, data integrations and employee requests
- Learning Education and Development, supporting the flow of workforce information into GOLD and the mandatory training dashboards
- Digital Services, in maintaining Active Directory and associated databases, and resolving data integration issues
- Performance Reporting Unit, maintaining the P&C Power BI dashboards and supporting integrations and access permissions
- Facilities Management, in creating new security access profiles and resolving employee access issues
- Finance, maintaining accurate cost centre information across SAP and Kronos, and sharing relevant workforce information for reporting and analytics
- Investigating and troubleshooting a varied range of queries and issues, liaising with relevant stakeholders, analysing data and finding solutions. This may include data integrations, building access and swipe card issues, access permissions and data errors across SAP, Kronos, SuccessFactors, Active Directory, Power BI and GOLD.
- Regularly reviewing and auditing human resources data within a range of systems, to ensure accuracy, integrity and compliance

- Undertaking research and analysis to prepare consistent and timely responses to requests for workforce data and statistics
- Preparing the monthly People and Culture metrics report for Executive and Board
- Maintaining Bendigo Health Organisational Charts
- Participating in, and supporting, the SuccessFactors project and implementation
- Undertaking ad-hoc projects as required, based on organisational strategic and operational requirements

## Key Selection Criteria

### Essential

1. Qualifications/Experience: A tertiary qualification, and/or demonstrated experience, in either Human Resources, Business, Information Technology, or related field.
2. Technical skills: Highly proficient and proven knowledge in:
  - a) Microsoft Office suite products, including Outlook, Excel, Word, PowerPoint, Teams and other applications relevant to human resource information. Advanced Excel experience essential.
  - b) Human resources information systems, SAP/Kronos experience preferred
  - c) Database management and reporting/analytic tools, Power BI experience preferred
3. Stakeholder management and interpersonal skills – proven ability to confidently and courteously work with people at all levels to build strong working relationships and obtain cooperation in achieving business objectives demonstrated; ability to constructively work with stakeholders to respond to their requirements and keep them up-to-date with issues and developments
4. Systems thinking - ability to identify and seek information and resources required to problem solve and help others to work effectively; high level skills in the analysis, process improvement and interpretation of complex data
5. Planning and organising – well established organisational and time management skills with the ability to respond quickly and efficiently to demands, successfully manage competing priorities, maintain attention to detail and meet deadlines
6. Communication skills - excellent oral and written communication skills with proven ability to prepare reports, correspondence and presentations for use in workshops and training sessions

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.

- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*