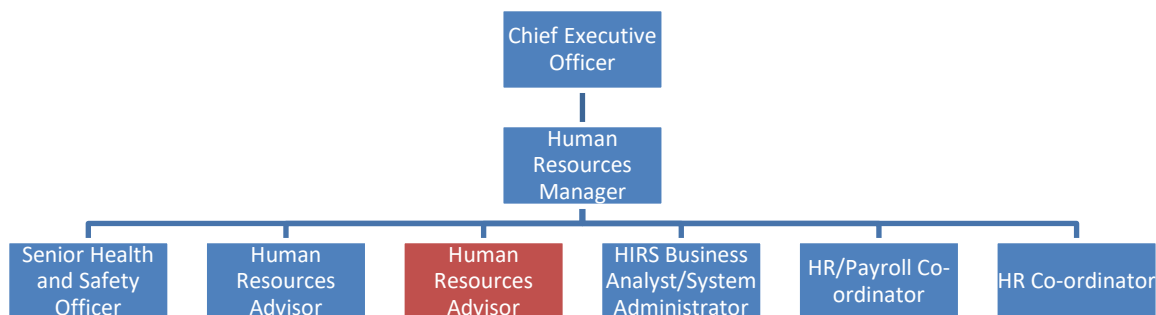


Job Description

Position Title	HRIS Business Analyst/System Administrator	Team/School:	Human Resources
Position Holder		Date	February 2023
Reports to	Human Resources Manager	Location	Whakatāne
Agreed By (Please Sign)	Position Holder		
	Manager/Team Leader		Date
	HR Manager		Date



STATEMENT

The Wānanga:

- is firmly committed to the principle of equal opportunity for all, and recognizes the need to give practical effect to such responsibilities both as an employer and as an educational provider.
- provides a supportive, safe and healthy environment which is conducive to quality teaching, research and community service.
- is committed to providing a workplace free from harassment.

Human Resources Overview

The Human Resources team ensures consistency, equity and fairness in the management of Human Resources. The department reviews, develops, enhances, implements and monitors effective human resources policies, procedures and systems and provide professional support, advice and consultancy services to all staff at the Wānanga.

PURPOSE OF POSITION

To effectively and efficiently manage the Payroll and Human Resources Information System (HRIS) including data security, privacy, optimising its functions through system upgrades, implementations and maintenance, enabling employees to better utilise it and provision of people related data to inform decision making.

DIMENSIONS AND AUTHORITY

Staff Nil

Financial: Nil

RELATIONSHIPS

Internal:

- Executive and senior leadership teams: to provide information to support decision making
- Human Resource Team: to build relationships, to share information freely, provide and build on ideas, support team decisions.
- Finance Team: to build relationships, to share information freely, provide and build on ideas, support team decisions.
- All staff and contractors of the Wānanga: to build relationships, share information freely, provide information and advice on payroll processes and procedures and ensure all staff have received appropriate system training.

External:

- HRIS Payroll support services
- HR Consultants
- Government agencies such as Inland Revenue, ACC, Ministry of Business, Innovation and Employment
- Relevant networks especially in other Wānanga and tertiary education institutions
- Other external agencies to exchange information and confirm legal compliance
- Professional associations, e.g., Pay and Personnel, HRNZ, Strategic Pay

KEY RESULTS AREAS

The role of HRIS Business Analyst/System Administrator encompasses the following major functions or Key Result Areas:

1. Reporting and data analysis
2. Systems, payroll, administration and HR support
3. Systems improvement
4. Systems training
5. Project management
6. Relationship building
7. Team and personal effectiveness
8. Effective communication and client focus
9. General requirements of all Wānanga employees

Key Result Areas What am I meant to do?	How do I know I'm successful?
KRA 1: Reporting and data analysis • Provide accurate, relevant employee data, dashboards, and reports, presenting insightful analysis to meet requirements of the HR team and wider Wānanga on a regular monthly, and ad-hoc basis. • Assist with identifying opportunities to enhance dashboards and reporting in use within the business. • Provide proactive advice to the HR team and wider Wānanga in relation to data. • Contribute to the ongoing development of the HR strategy to enable the business to make informed, evidence-based decisions. • Initiate ways to capture data and communicate data. • Develop and maintain automated delivery of key data into a centralised repository to ensure efficiency and consistency of data for regular reporting requirements. • Identify and implement opportunities for continuous improvement.	• Reports are provided as required, ie, specific timeframes or ad-hoc as requested. • HR related dashboards are well maintained and improved particularly where reporting requirements are changed. • Evidenced through proactive advice to HR team. • Evidenced through contribution to HR strategy. • Evidence by data capture and communication being directly initiated. • Data and information is easily retrievable for the purpose of regular reporting. • Evidence that opportunities for continuous improvement have been followed through.
KRA 2: Systems, payroll, administration & HR support • Serves as the system administrator for the HRIS and employee self-service systems, ensuring: • data security and integrity across HR platforms • critical system maintenance and operational tasks within the HRIS remain effectively managed • Ongoing monitoring/auditing of user activity • comprehensive documentation of system changes is maintained • scheduled activities and regular maintenance processes are adhered to by specialist users • seamless integration with other information systems • Ensures system compliance with legislative and business requirements • Provides technical support, troubleshooting, and guidance to HRIS users. Manages Payroll and HRIS user permissions, access,	• Annual audit reports no discrepancies in these areas. • Project reviews demonstrate seamless integrations. • Professional development and training is undertaken to ensure knowledge of systems and legislative requirements. • Evidence of technical support to users. • Processes are established and maintained for data capture. • Contribution to HR and team cover is evidenced through team meetings and planning.

personalisation, and other system operations and settings. • Manages and maintains processes for the capture of data in all people related systems to ensure consistency and accuracy. • Contributes to HR systems related initiatives, specifically in relation to data, reporting and processes • Provides cover for the HR/Payroll Co-ordinator when necessary to ensure fortnightly payroll completion and maintain activities within the employee portal	
KRA 3: Systems Improvement • Manages systems improvement projects in accordance with a recognised and agreed methodology • Partners with internal and external stakeholders to ensure technical solutions implemented streamline and automate people management processes • Payroll and HR processes are reviewed and updated to support the implementation of upgrades and modules • Identifies system improvements through ongoing analysis of system performance • Provides technical input during the development and review of HR policies	• Review of improvements, implementation or changes is documented in accordance with agreed project methodology. • Projects are delivered on time, and within budget and scope • Partnering with internal and external stakeholders is evidenced through project review documents • Process reviews are evidenced through the quality management framework • Systems improvements raised with HR Manager • Member of HR policy review teams.
KRA 4: Systems training • Develops role specific training and delivers to all system users • Designs and regularly maintains user support guides	• Training is recorded in HRIS • User support guides are regularly updated as required
KRA 5: Project management • Scopes project elements for development and prioritise them accordingly and in line with project deadlines. • Leads, develops and drives projects as required. • Manages unique project requirements assigned as part of other project workstreams (as required).	• Projects are scoped and undertaken in accordance with agreed methodology • Projects are delivered on time and within budget • Leadership is evidenced through outcomes
KRA 6: Relationship building • Develop and maintain effective relationships across all areas of the organisation to build understanding of operational requirements.	• Effectiveness of relationships is evidence through feedback.

• Ensure formal and informal contact with all employees is maintained.	
KRA 7: Team and personal effectiveness • Shares knowledge and ideas with wider HR team. • Provides relief to team members during leave or peak workload. • Documents critical functions within areas of responsibility. • Where appropriate carries out co-ordination duties effectively and efficiently. • Continual updates own knowledge and skills relating to technology, administrative systems and other related to the position.	• Team are supported as required. • Feedback evidences good communication is fostered with the team and other staff members. • Work processes are updated on an annual basis. • Professional development and training is undertaken as required.
KRA 8: Effective communication and client focus. • Effective communication channels are established in order to influence quality thinking internally and externally, advocate across stakeholder organisations, work with agencies and other external organisations to contribute to the Quality Improvement way of working.	• Effective communication with stakeholders. • A strong customer focus is maintained.
KRA 9: General requirements of all Wānanga employees • Possess a student-centric work ethic. Actively seek to provide the best possible service to our students; • Promote the Wānanga as a positive and dynamic learning environment; • Commit to providing quality education; • Strive for high student retention and success; • Meet your obligations under the Health and Safety at Work Act 2015 by; ○ Being responsible for maintaining a safe and healthy workplace ○ Following health and safety rules, policies and procedures, ○ Reporting accidents, injuries and unsafe equipment, practices or conditions ○ Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others; • Under the Public Records Act 2005, everyone working within Te Whare Wānanga o Awanuiārangi is responsible for creating and maintaining full and accurate records of the activities of the organisation, carried out within established records management guidelines. • Be culturally aware and EEO in all aspects of work and development; • Participate in the Wānanga appraisal process; • Improve and develop yourself through training and professional development opportunities; • Undertake any other key duties as agreed with your line manager.	

The responsibilities and expectations outlined in this job description may after consultation vary from time to time according to the needs of the Team, and the clients of the Wānanga. Instructions for any variances will be communicated by Council.

Person Specification

Technical/Professional Qualification	
Essential	Desirable
• Tertiary qualification in business, HR or systems related field • A current, unrestricted private motor vehicle licence.	• Degree in business or human resources related field. • Relevant qualification in Payroll Processing
Experience	
Essential	Desirable
• 5 years experience managing HRIS systems including payroll • Payroll processing and reporting experience • Experience in the co-ordination and administration of payroll related matters. • Project management experience.	• Experience using CHRIS21 payroll system. • Completed CHRIS21 training courses in payroll process and report design
Skills and Attributes	
Essential	Desirable
• Knowledge and understanding of employment legislation and case law. • Excellent word processing, data entry and numerical skills • Advanced knowledge of MS Word, Excel, PowerPoint, Outlook and the Internet • High level of work presentation skills and attention to detail. • Self-motivated with excellent time management/organisational skills. • Ability to work under pressure and demonstrate initiative.	• Fluency in Te Reo and Tikanga Māori • An understanding of the expectations of local iwi, e.g. Ngāti Awa, Mātaatua.
Competencies	
Values Alignment	Looks Like
Aligning personal values with organisational values. Modelling commitment to organisational values. Identifying and committing to personal goals, aspirations, and values, and integrates these into practice.	• Examines and clarifies personal values and behaviours • Communicates and models organisational values • Uses organisational values in decision-making • Manages own personal development and learning
Tauira/Customer Service	
Proactively develops student/customer relationships by making efforts to listen to and understand the tauira/customer (both internal and external); anticipating and providing solutions	• Focuses on tauira/customer needs and meets or exceeds their requirements • Clarifies tauira/customer needs • Confirms satisfaction • Listens and empathises

to tauira/customer needs; giving high priority to tauira/customer satisfaction.	• Develops approaches that provide total solutions for tauira/customers
Work Standards Setting high goals or standards of performance for self and organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others	• Sets high performance standards • Emphasises high standards to others • Shows pride when standards are met • Shows dissatisfaction with substandard performance
Decision Making Demonstrates an ability to contribute towards timely decision making while looking at the long term effects.	• Contributes effectively to team decision making. • Considers the potential effects alternative solutions may have. • Makes timely decisions. • Makes decisions that are consistent with the organisations policies and procedures.
Problem Solving Demonstrates an ability to focus on and to solve straight forward problems.	• Focuses on the problem and asks relevant questions to obtain useful information. • Solves straight forward problems. • Advises management of potential problems.
Attention to Detail Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.	• Clarifies details of tasks • Completes all details • Checks outputs for accuracy and completeness • Follows established procedures • Maintain checklist to cover details
Results Orientation Establishing a course of action individually or with a team to accomplish specific goals which are challenging and beyond current expectations. Working with team members to plan their assignments and appropriate allocation of resources. Establishing procedures to analyse and monitor the results of delegations, assignments or projects	• Sets clear, challenging accountabilities and performance objectives and measure the results • Commits to action individually, or in the team
Technical/Professional Knowledge Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping abreast of current developments and trends in area of expertise.	• Understands technical terminology and developments • Knows how to apply a technical skill or procedure • Knows when to apply a technical skill or procedure • Performs complex tasks in area of expertise

Teamwork/Collaboration Building and participating in effective teams to accomplish organisational goals. Understanding the importance of collaboration and shared values in creating a high performance environment. Understanding teams are to drive for better results and enhanced performance; teamwork is as important as teams.	• Contributes to team development, shares ideas and achievement of results • Clarifies roles and responsibilities, and priorities • Looks to help others • Supports team decisions and shares accountability within the team • Works co-operatively and exchanges information freely
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TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES;

VISION

Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakiia ngā kete a ngā uri o Awanuiārangi me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangi and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

MISSION

Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua.

Parau ana tēnei ara whainga, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē.

Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangi.

Haere mai... Me haere tahi tāua.

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future.

We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others.

Thus, we can stand proudly together with all people of the world. This is in part the dream and vision of Te Whare Wānanga o Awanuiārangi.

VALUES

Manaakitanga: To respect and care for students, our manuhiri, our communities and each other.

Whanaungatanga: To value all relationships and the kinship connections with our students, our communities and each other.

Kaitiakitanga: To ensure the ongoing sustainability of our organization and to protect and support the unique obligations we have to Ngāti Awa, Mātaatua and wider whanau, hapū and marae.

Pūmautanga: To commit to excellence and continuous improvement in everything we do.

Tumu whakaara: To inspire and ethically lead through example and outstanding practice.

BACKGROUND

Te Whare Wānanga o Awanuiārangi is a vibrant and exciting tertiary education institution providing a dynamic learning environment where students can discover their own potential for educational success.

Our programmes are designed to ensure academic excellence – we are benchmarking our programmes against those of other institutions and lifting the bar on standards. As we lift our research capacity, ongoing programme re-development will be informed by best practice.

As a Wānanga, Te Whare Wānanga o Awanuiārangi is charged with delivering tertiary programmes grounded in Kaupapa Māori and Āhuetanga Māori. This means that Māori knowledge and practices are central components to the academic programmes, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and is reflected across Te Whare Wānanga o Awanuiārangi in our programmes and practices. While some of our programmes have a high level of Māori language emphasis, others are designed to support new and emerging language learners.

Te Whare Wānanga o Awanuiārangi further provides programmes that are portable and transferable both nationally and internationally. Therefore, it is important that we explore and integrate the World view of both Māori and other indigenous peoples, and engage in and critique the world views of others.

Transformative approaches to educational achievement are a cornerstone of our broad and unique programme offerings, as we focus on providing an education that will encourage and support community development and growth, enable educational portability for our students both within Te Whare Wānanga o Awanuiārangi and the wider tertiary sector.

Operations are based at three locations – Whakatāne Campus, Tāmaki Makaurau Site (*Auckland*) and Whangarei Site. We also deliver on marae across the Te Ika a Maui (*North Island*).

Human Resources Overview

The Human Resources team ensures consistency, equity and fairness in the management of Human Resources. The department reviews, develops, enhances, implements and monitors effective human resources policies, procedures and systems and provide professional support, advice and consultancy services to all staff at the Wānanga.