

POSITION DESCRIPTION

Position Title:	Data & Migration Lead (Project PeopleConnect)
Business Unit/Department:	People & Culture Operations & Workforce Systems
Division:	People, Culture & Communications
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 5 – Level 1 to Level 5 (HS5 to HS33)
Reports To:	Project Manager – People & Culture Technology (Project EX)
Direct Reports:	TBC
Date Prepared/Updated:	18 May 2026

Position Purpose

Western Health is on an ambitious journey to continually enhance our employee experience. With the successful go-live of PeopleHub and TalentHub (SAP SuccessFactors), Project PeopleConnect (PC) has delivered the organisation's first fully integrated Human Resources Information System (HRIS).

The next phase of Project PeopleConnect includes the introduction of two new HR Platforms:

- 1. HR Service Management (HRSM)** will provide a centralised, digital platform for employees and managers to access HR support, policies, knowledge articles, and service requests. By introducing standardised workflows and case management, HRSM will improve transparency, reduce manual effort, and enhance the responsiveness and consistency of People & Culture services.
- 2. RosterHub**, which will introduce RLDatix Optima, a cloud-based rostering, time and attendance solution, and the award interpretation engine supporting SAP Payroll. Delivered in partnership with the Royal Melbourne Hospital and the Royal Women's Hospital, RosterHub will strengthen rostering practices, improve accuracy, and significantly reduce manual effort for employees, managers, and Payroll Services.

The **Data Lead – Project PeopleConnect** is responsible for leading all data, migration, reconciliation and reporting activities supporting the implementation of Payroll, RosterHub and HR Service Management solutions and their transition to business as usual. The role provides strategic oversight of data extraction, transformation, migration, cutover and post-implementation verification to ensure accurate payroll replication, regulatory compliance and operational continuity. Working closely with vendors, the Test and Quality Lead and project governance forums, the position manages data-related risks, defects and remediation activities while delivering high-quality Power BI reporting and organisational insights. The role acts as a PeopleConnect program champion, ensuring Western Health's business, legislative, privacy and

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

cybersecurity requirements are met across rostering, payroll and HR processes.

Business Unit Overview

People and Culture provide advice and employment related services across Western Health. Operational People and Culture management within Western Health is primarily the responsibility of line management and the role of People and Culture function is to support them to effectively perform this role.

The People and Culture function comprises the main functional areas of People and Culture, Employee Relations, Recruitment Services and Workforce Planning and Development. The teams aim to work in an integrated way to support a high standard of People and Culture management practice within Western Health that aligns with the organisation's core values.

Key Responsibilities

- Lead the development of comprehensive PowerBi reports and dashboard to support implementation of Payroll, Rostering and HR Service Management projects and transition to BAU
- Lead the data extraction, transformation, upload and reconciliation between RosterOn and RosterHub, including the development of Data Migration Strategy
- Lead the cutover activities, including planning activities, timeline and determining go/no-go parameters
- Lead post implementation verification testing, including reconciling and testing activities in partnership with the Test and Quality Lead
- Coordinate with Vendors to run parallel pay runs and reconciliation, undertaking data remediation
- Manage the Data and Migration risks, issues and defect register, raising, documenting and reporting to the project working group and steering committee
- Working with the Test and Quality Lead, ensure the environments meet specification to ensure accurate payroll replication and payment
- Understand data requirements and business processes to ensure effectively delivery of RosterHub, HR Service Management projects and BAU reporting requirements
- Develop and manage a data dictionary for transition from current to future state
- Report on test progress and recommend remedial action in cases of non-compliance to quality standards.
- Review test summary reports and provide recommendations.
- Support the project team to develop organisational reporting for PeopleConnect Program and transition to BAU
- Understand data, privacy, cybersecurity and legislative requirements within Victorian Healthcare/ Public Sector environment
- Attend project meetings and contribute to the successful implementation of PeopleConnect Program
- Contribute and prepare relevant communications and reports as required
- Ensure Western's interests and business requirements are met to enable seamless continuation of operations across, rostering, payroll and HR processes.
- Acts as a PeopleConnect program champion
- Other duties as directed by manager

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- People & Culture Team
- Western Health Employees
- Functional SMEs

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- Project Stakeholder – DTS, Performance Unit, NMWU, MWU, HSS
- Steering Committee

External:

- Implementation Partner
- Vendor
- Tambla
- Melbourne Health (Royal Melbourne Hospital)

Key Selection Criteria

Essential

To be successful for this role you will need to demonstrate:

1. Certified PowerBI, Power Query, Fabric Developer with evidence of creating multiple payroll reports and dashboards
2. Evidence of Power BI Data Analyst Associate (PL-300) certification or Microsoft Certified: Power Platform Fundamentals (PL-900)
3. Demonstrated experience performing ETL on ERP/Rostering implementation, reconciling large datasets and developing risk mitigation strategies

Desirable

- End-to-end HRIS implementation with payroll integration as a data migration specialist
- Experience as a Business Analyst
- Additional Project Management Capabilities
- Health or Public Sector Experience

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment