

## POSITION DESCRIPTION

<b>Position Title:</b>	People & Culture Business Analyst (Project PeopleConnect)
<b>Business Unit/Department:</b>	People & Culture Operations & Workforce Systems
<b>Division:</b>	People, Culture & Communications
<b>Award/Agreement:</b>	HAMA - Manager and Administration (10)
<b>Classification:</b>	HS4
<b>Reports To:</b>	Project Manager – PeopleHub (Project PeopleConnect)
<b>Direct Reports:</b>	0
<b>Employment Type</b>	Full Time (1 FTE) – Fixed Term
<b>Date Prepared/Updated:</b>	1 September 2024

<b>Position Purpose</b>
<p>Western Health is on an ambitious journey to improve our employee experience, Project PeopleConnect (PC) will implement new HR technology to support people management activities. In our first phase we implemented PeopleHub a comprehensive HR Information System. The second phase is the implementation of TalentHub (SuccessFactors Performance and Goals) and RosterHub (RLDatix Optima).</p> <p>The People &amp; Culture Business Analyst is the primary subject matter expert for core People and Culture Processes across; talent, rostering, payroll and performance management. The position is responsible for assisting in the development and design of functional processes for our candidates, employees, managers and leaders. You will provide detailed process documentation on current state processes, support the coordination of workshops, collaborate and support conceptualising new functional processes. The position will use best practice methodologies across the employee life-cycle, understand the technical capability of the system and support the implementation internally within People and Culture and broadly across the Western Health’s workforce. The successful candidate will partner closely with existing resources within the People and Culture Operations and Workforce systems team which encompasses talent acquisition, recruitment, operations and administration functions for the whole of Western Health. Additionally, partnering with the Melbourne Precinct project team managing the RosterHub implementation, made up of Royal Melbourne Hospital and Royal Women’s Hospital.</p>
<b>Business Unit Overview</b>
<p>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.</p> <p>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</p>

### Our Vision

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

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 process analysis and design for functional processes for TalentHub, RosterHub and future projects in collaboration with implementation partners
- Act as Project PeopleConnect's Subject Matter Expert (SME) on core HR and rostering processes for Western Health, understanding the functional scope, attend workshops and support the development of training materials
- Partners with Melbourne Precinct and RLDatix project team to deliver RosterHub, including integration into PeopleHub
- Partners with TalentHub implementation partner supporting key project activities.
- Coordinates ETL Data Activities with internal stakeholders and vendors
- Identify best practice design of new People and Culture processes, ability to interpret and conceptualise new system capabilities and translate them into BAU Western processes, working collaboratively with the vendor and implementation partner to understand what is possible and best practice
- Supports identifying resourcing requirements for the project and future BAU needs
- Ensures compliance with Western Health policies, procedures and delegation of authority is adhered to, raises risks with project working group and liaises with Western Policy Officer on PPG changes
- Update or develop current state process documentation to ensure compliance with organisational policy, delegation of authority and efficient people management activities
- Coordinates Operations, Recruitment and OCLD teams transition to BAU, develops train the trainer simulations and learning materials
- Advises Project Leadership team on risks and challenges
- Partners with Change Lead to develop learning materials, training plans and process documentation for Core HR module
- Contribute to the project plan, documentation, training plans and communication plan
- Supports project roadshow activities during lead up to go-live, attending training sessions and hypercare support sessions.
- Support the facilitation of training for internal and external stakeholders
- Undertake UAT testing, collaborating with Project Manager on approach,
- Report risks and issues, documenting in relevant registers/logs
- Attend project meetings and contribute to the successful implementation of PeopleHub and RosterHub
- 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 PeopleHub and RosterHub 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
- Project Stakeholder – DTS, Performance Unit, NMWU, MWU, HSS
- Steering Committee

#### External:

- Melbourne Precinct – Royal Melbourne Hospital and Royal Women's Hospital

### Our Vision

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

- Allocate/RLDatix
- Deloitte Consulting and AMS
- SAP Australia
- Tambla

### Key Selection Criteria

#### Essential

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

1. Demonstrated 3+ Years work experience in core HR functions
2. Strong stakeholder relationships with operational business and leaders
3. Demonstrated experience delivering continuous improvement activities, process mapping and training teams

#### Desirable

- 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

### 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

### Our Vision

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

- 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:	<a href="#">Click here to enter the Employee's name.</a>		
Employee's Signature:		Date:	<a href="#">Click here to enter a date.</a>

### **Our Vision**

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