HR Systems Development Officer
POSITION DESCRIPTION FORM

Region / Portfolio:	**Position Description Number:**
Finance and Business Services	Generic 673
Directorate / Command / District / Division:	**Level:**
ERP Business Division	Level 4
Work Unit:	
HR Systems	

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

Position Objective

Responsible for the specialised assessment, enhancement and management of configuration changes within the Western Australia Police Force's Human Resources Management Information System (HRMIS). The primary focus will be on Systems Application and Products (SAP) known internally as the Resource Management Information System (RMIS) and the SIMR/SIMRLite employee/manager self-service portal.

Role of Work Unit

HR Systems Branch manages the development, implementation and effective operation of the Human Resources (HR) module within the agency's Resource Management Information System, and to extract and provide key stakeholders with HR management information and statistics necessary to facilitate the effective management of the agency's human resources.

This includes the responsibility to:

- Develop, implement and manage quality management processes, ensuring that best practice principles, processes and methodologies are complied with;
- Provide a system perspective on functional and technical issues to assist in the Human Resource business process design, review and policy development.
- Design and manage the implementation of minor system upgrades and developments.

Reporting Relationships

This position reports to:
- System Development Coordinator, Level 5

Direct reports to this position include:
- Nil

Total number of positions under control: Nil or number

Position Title: HR Systems Development Officer	Level: Level 4	Position Number: Generic 673

Key Accountabilities

1.   HR Systems Analysis and Development (50%)

1.1   Assesses the application, testing and management of configuration changes to the HR module in RMIS and HR components of SIMRLite.

1.2   Contributes to the development and implementation of initiatives aimed at the improvement of the HR module in RMIS and HR components of SIMRLite.

1.3   Reviews deliverables relating to RMIS including the management of risk ensuring the necessary quality controls are developed, implemented and reviewed in accordance with best practices.

1.4   Assesses the impact of system changes requested by other RMIS user groups on RMIS functionality.

1.5   Maintains a library of transactions in the production environment and nominates security access of report menus and transactions within RMIS prior to authorisation.

1.6   Undertakes analysis of RMIS data, and designs, tests and implements reports required by management and staff throughout the agency.

2.   Consultation and Liaison (30%)

2.1   Provides advice and liaises with management and personnel at all levels, on technical and administrative aspects of RMIS and SIMRLite.

2.2   Provides support, training, technical direction and advice on all aspects of RMIS to personnel.

2.3   Liaises with internal and external stakeholders to identify the technical specifications of reports that are required from RMIS.

2.4   Liaises with ERP Systems team and SAP developers/consultants on configuration changes, problem identification and rectification.

3.   Data Management (10%)

3.1   Ensures the quality assurance and security of RMIS data.

3.2   Monitors processes and advises the Executive Manager of performance issues.

3.3   Ensures the accuracy, integrity and reliability of corporate data of RMIS for reporting and auditing requirements.

3.4   Extracts data and creates reports from RMIS.

4.   Documentation (5%)

4.1   Develops, prepares and implements user training manuals, instructions, procedures, guidelines and reports.

5.   Other (5%)

5.1   Understands and complies with information security policies and procedures to mitigate areas of information security risk by ensuring the integrity, confidentiality, availability and security of information holdings/systems.

5.2   Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.

5.3   Undertakes other duties as directed.

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HR Systems Development Officer	Level 4	Generic 673

Work Related Requirements

Essential	**Context in which work related requirements will be applied and or general standard expected.**
Ability to use HRMIS	Applying Human Resources modules within a large organisation.
System development skills	Providing systems development, testing and implementation of HRMIS functionality. Evaluating and identifying system requirements to meet the needs of the agency.
Communication skills	Presenting messages in a clear, concise manner. Focusing on key points and using appropriate language, preparing statistical and general reports. Documenting/blueprinting system requirements and processes. Building and sustaining positive relationships with personnel and clients. Negotiating outcomes to various stakeholders. Providing training.
Analytical and conceptual skills	Conceptualising and analysing RMIS functionality and issues to provide advice and evidence-based recommendations to mitigate problems. Thinking laterally and identifying improved work practice.
Organisational skills	Managing own workload and demonstrating flexibility in managing competing priorities. Establishing tasks and timeframes to successfully achieve project objectives.
Knowledge of governance framework	Understanding requirements and procedures to ensure compliance with HR legislations and policies.

Desirable
Experience in the use of the Human Resource
Module of SAP

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted **Leadership Expectations** which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership.**

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	**Name**	**Date**
Organisational Design Officer Organisational Design and Analysis	Julie Norrish	04/10/2024
A/Executive Manager HR Systems	Jaryd Ireland	04/10/2024