**Department of Education**
GOVERNMENT OF WESTERN AUSTRALIA

# Job Description Form

# Team Leader Systems (HR)
## Integration, Build and Deployment

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| **Position number** | 00023538 |
| **Agreement** | Public Sector CSA Agreement 2024 or as replaced |
| **Classification** | Level 7 |
| **Reports to** | Manager, ICT Corporate Systems (Level 8) |
| **Direct reports** | HR Systems Coordinator x 1 (Level 6)<br>Principal HR Systems Analyst x 4 (Level 6)<br>Senior HR Systems Analyst x 2 (Level 5) |

## Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information communication and technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:
**Responsive:** We respond to and reflect the needs of our customers.
**Flexible:** We are flexible and understand that our customers are not all the same.
**Transparent:** We are clear and open about our services, processes and decision making.
**Accountable:** We hold ourselves to high standards and deliver on our commitments.
**Collaborative:** We work in partnership with our customers.

Delivery of Information, Communications and Technologies (ICT) services provides support for the Department's educational outcomes by developing initiatives and technical support strategies to ensure all 800 Western Australian public schools can be individual, distinctive and responsive to their local communities while still benefiting from being part of a system.

The Integration, Build and Deployment directorate is the functional area responsible for Security Implementation, Solutions Architecture, Solutions Development and Maintenance, Testing and Assurance and Data Management in an ICT context. The directorate has the responsibility for building, integrating and maintaining technical solutions to organisational challenges ensuring that applications, systems and products are appropriately constructed, integrated, interfaced and configured to meet business needs.

The HR Systems team is responsible for the management, development, and maintenance of the Department's Human Resource Management Information System (HRMIS) and other HR systems. This includes ensuring system integrity and ongoing enhancements to support departmental needs.

The HRMIS executes the Department's payroll and contains other human resources information and data for the total workforce.

The team supports business areas and users with HR and payroll system administration, maintenance, enhancements, third level support, and problem resolution.

Visit education.wa.edu.au to find out more information about the Department of Education.

## Key responsibilities

**Specialist Services**
- Lead and coordinate a team of human resource (HR) business systems specialists and contracted resources to deliver services.
- Manage the administration, maintenance, third level user support and development of the Department's HRMIS.
- Manage the HR Systems physical resources, including the design, creation and maintenance of workflows to meet organisational goals and objectives.
- Manage the HR Systems financial resources, including preparing business cases, budget and cost information to meet organisational goals and objectives.
- Lead and facilitate HR system projects, including the planning, design, development, implementation and change management requirements of application, administration, security and integrity enhancements.
- Undertake research to identify and analyse system issues and provide solutions to address the business needs of the Department and client agencies.
- Monitor and report on the development and maintenance of HR systems and support programs.
- Ensure the division's mandatory obligations comply with legislation and activities are consistent with established policy and processes.
- Investigate high risk management issues and problems and provide solutions in a timely and effective manger.

**Management and Branch Support**
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the branch.

**Customer and Stakeholder Management and Liaison**
- Consult with internal and external stakeholders to implement initiatives for business developments and improvements that comply with industrial instruments.
- Provide high-order strategic advice to stakeholders in relation to HR systems performance.
- Provide representation on internal and external committees and working parties.
- Maintain a focus on customer service delivery and continuous improvement of services.

- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

## Selection criteria

1. Demonstrated highly developed skills and experience in administration, user support and agile development (methods) of an integrated Human Resource Management Information System in a large and complex organisation.
2. Demonstrated highly developed leadership, project planning and change management skills with the ability to coordinate and deliver strategic outcomes.
3. Demonstrated highly developed written, oral and interpersonal skills with the ability to build effective relationships and networks and to undertake high-level consultations, collaborations and negotiations.
4. Demonstrated highly developed conceptual and analytical skills and experience in providing innovative solutions to strategic and complex problems and issues.
5. Demonstrated substantial understanding of legislation, awards and agreements related to education.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

**ENDORSED**

Date          14 October 2025
Reference    D25/1039111