# Job Description Form – System Administrator Rostering

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| **Position number:** | 16208 | **Classification:** | Level 5 |
| **Division:** | Corporate Services | **Branch/section:** | Payroll Services |
| **Reports to:** | 15984 Systems Administrator Level 6 | **Direct reports:** | Nil |

## Position details

## Position purpose

The System Administrator Rostering is responsible for administration and maintenance of the DLGSC Rostering System to support the effective management of rostered workforce operations; to develop, enhance and improve the systems to meet the changing needs of the organisation, and to maintain alignment with core HRMS (aPay, ePayroll) and the Payroll Technology Plan.

## Context

The Corporate Services team includes human resources, procurement, payroll, business operations and digital and technology services. It helps the Department of Local Government, Sport and Cultural Industries to reach its mission to enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

## Responsibilities

1. Supports the rostering system including access management, configuration maintenance and enhancements to meet the operational needs of the Department, and to maintain alignment with core HRMS and pay production requirements and work program.
2. Oversees or undertakes data exchange processes between Rostering Systems, aPay and other corporate systems in accordance with Service Level Agreements and RACI responsibilities.
3. Maintains system procedures, Task Schedule and controls to assure operational (end user) inputs and activities are completed in line with agreed arrangements and to specified standards.
4. Conducts configuration testing and quality assurance checks to ensure the accuracy and compliance of system outputs with the specified legislation, policies and procedures.
5. Supports Payroll HRMS and corporate systems upgrade projects by providing Rostering Systems subject matter expertise (SME); and leads component activities for rostering - requirements specification, integration and testing (plans, approach, evaluation).
6. Contributes to the rostering system upgrade, change and development cycles, including planning, documentation, deployment and communications to stakeholders.
7. Acts and operates in accordance with WA government, corporate ICT and Payroll technology and data management policies, standards and frameworks.
8. Provides rostering help desk support to credentialled/ designated end users in operational areas. Point of contact between HRMS, vendor and business operations. Logs service requests for Rostering vendor support as defined under the contract.
9. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
10. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
11. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Demonstrated experience and knowledge of payroll/rostering systems administration, configuration and interface/integration protocols.
2. Demonstrated knowledge and understanding of rostered workforce management (rosters, shifts, scheduling) and associated operational practices.
3. Well-developed conceptual, research, analytical and problem-solving skills, including the ability to identify enhancements and implement solutions to issues or problems.
4. Well-developed written and oral communication skills, with the ability to liaise, collaborate and negotiate effectively with a wide range of stakeholders at all levels.
5. Well-developed organisational skills with the ability to plan and prioritise tasks to meet strict timeframes.

## Leadership expectations

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](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

## Special Conditions

Other conditions specific to this role are:

* Nil

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| Registration date | 27 February 2025 |