



## Position Description – People Advisor, People Analytics, Reporting and Workforce Initiatives

### Position Details

**Position Title:** People Advisor - People Analytics, Reporting and Workforce Initiatives

**College/Portfolio:** Operations

**School/Group:** People Team

**Campus Location:** Based at the City campus, however may be required to work and/or be based at other campuses of the University.

**Classification:** HEW 7

**Employment Type:** Fixed term

**Time Fraction:** 1.0

### RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## Why work at RMIT University

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## Operations Portfolio / People Team

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The People function is comprised of a team of strategic HR professionals who provide outstanding, client focused, proactive and effective solutions and services for all RMIT employees. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services that allow the University to enter the Future of Work.

The People team operates in a manner that supports the RMIT values and achievement of the RMIT's Knowledge with Action Strategy. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the People team enhances the College's/Portfolio's and Group's ability to meet its business objectives. This in turn will allow the University workforce to better support the current and future student population at the University.

## Position Summary

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The People Advisor - People Analytics, Reporting and Workforce Initiatives is responsible for providing People related data analytics, data modelling and data management services to the University, controlled entities, and People team. It is required to draw insights from data analysis and provide commentary for senior management reporting. The role will also coordinate various people data related submissions to external bodies

The People Advisor - People Analytics, Reporting and Workforce Initiatives will play a key role in the delivery of enterprise-wide change projects and centralized Performance, Talent and Reward reviews.

## Reporting Line

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Reports to: Manager, Reward and Workforce Initiatives

Direct reports: Nil

## Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

## Key Accountabilities

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- Support staff with People related analytics, liaising with key stakeholders to understand requirements, using Power Bi software to provide solutions taking into account risks associated with access to information and training required to utilize solutions.
- Support the maintenance and enhancement of the HR Insights Power Bi dashboard working with key stakeholders to maximise the impact of this tool.
- Serve as a specialized resource on matters of people-related data analytics and reporting, liaising with other departments (e.g., Data and Analytics, Finance, etc.) as required.
- Own the completion and delivery of key regulatory internal and external data submissions on behalf of the University including but not limited to quarterly People metrics reporting, AHEIA and DESE submissions, liaising with applicable stakeholders and functions to translate data and information into submission templates.
- Assist the People Partnering team on enterprise-wide change initiatives, focusing on the data and analytics elements, using business intelligence software to provide solutions where required.
- Serve as the main provider of People and workforce-related data to meet the needs of key stakeholders across the University.
- Act as the key contact within the People function on all data and analytics-related requests and queries, liaising with and providing guidance to the centralized Data and Analytics function where required on all people data, data governance, reporting, and analysis requirements.
- Lead the identification, analysis, testing and option selection for the migration of People-related data into Power Bi dashboards.
- Drive continuous improvement and use of data analysis, reporting, and data management within the People function to support People-related activities, ensuring consistency in information shared across the University.
- Support the Reward and Workforce Initiatives team on key team deliverables, initiatives, and projects, as well as the wider People function on ad-hoc projects and initiatives, whilst cooperating with team members in a manner reflective of commitment to team goals and objectives, effective communication, information sharing, and problem-solving practices.

## Key Selection Criteria

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1. Demonstrated experience in a HR role with a focus on People related data, reporting and analytics, utilizing Power Bi software to provide solutions
2. Strong skills in the ability to use data to diagnose organisational design and workforce issues and partner with senior team members to support recommendations for improvement or change strategies at an individual, team, and organisational level.
3. Demonstrated ability to be agile, customer focused and build collaborative partnerships with colleagues, clients and stakeholders to support the University's business objectives.
4. Excellent verbal and written communication skills, including experience with report writing, preparation of communication/engagement collateral digital technologies, and ability to translate requests to technical solutions.
5. Knowledge of strategic and corporate planning approaches and techniques, including benchmarking and the development and calculation of performance indicators, and the nature and scope of data needed to drive such measures.
6. Well-developed project management, research, and analytical skills.
7. Demonstrated experience working independently and as part of a team in complex high-pressure commercial environments.
8. Significant demonstrated experience in data models, data collection, data extraction, data matching, analysis, and reconciliation, primarily using the following applications / systems: WorkDay, MS Power BI, MS Excel.
9. Previous experience working on large scale, complex projects, with the ability to work under pressure, autonomously and in ambiguous environments.
10. A strong focus on attention to detail while ensuring operational needs meet strategic objectives.

## Qualifications

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Tertiary qualification in Human Resources or IT (or equivalent experience) and / or equivalent skills and knowledge with demonstrated experience working in a fast-paced environment.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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