

Position Description

Position Title	Workforce Systems Compliance Specialist
Position Number	30011662
Division	Digital Services
Department	Architecture and Applications - Workforce Systems and Analytics Team
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administration Grade 4 or 5 (<i>dependant on skills and experience</i>)
Classification Code	HS4 – HS33
Reports to	Manager Workforce Systems and Analytics
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

Loddon Mallee Shared Services (LMSS)

Loddon Mallee Shared Services provides ICT services to all health services currently within the Loddon Mallee network. The services LMSS provide can range from ICT helpdesk, implementation and management of approved applications to consolidating regional platforms with dedicated support teams.

As a self-funded initiative, the LMSS is governed by the Department of Health [rural-public-health-care-agencies-ict-alliance-policy.docx](#) as well as a Joint Venture Agreement between the health services.

The Position

The Workforce Systems Compliance Specialist reports to the Manager Workforce Systems and Analytics, as part of Architecture and Applications department. The role will work closely with key stakeholders across the Loddon Mallee health service network to provide specialist advice related to enterprise agreements and system compliance, with a priority focus on stakeholder collaboration and achievement of end user satisfaction.

Responsibilities and Accountabilities

The role will be responsible for delivering a high level of expertise to ensure systems are compliant with organisational and legislative requirements, which includes the delivery of accurate, efficient translation of Human Resources and Payroll requirements into user-friendly solutions to prevent errors that could lead to payment issues. The position requires expertise in Human Resources and Payroll systems and the ability to engage constructively with key stakeholders across the Loddon Mallee Shared Services (LMSS).

Key Responsibilities

- Coordinate the implementation of Enterprise Agreement (EA) changes that relate directly to HRIS and Payroll systems (Kronos, SAP & Success Factors).
- Communicate EBA compliance related changes with LMSS Stakeholders.
- Support the Workforce Systems and Analytics team by ensuring audit compliance and reviews are conducted with relevant industrial instruments, policies and procedures.
- Coordinate agreed regional Industrial Relations EA interpretations that are related to system configurations.
- Communicate EA compliance related changes with LMSS Stakeholders, ensuring a consistent approach for the interpretation and implementation of system configurations.
- Provide compliance advice to support the development of testing methodologies, checklists and criteria to ensure accurate and consistent assessments.
- Work closely with LMSS Human Resource and Payroll teams to understand business requirements and translate them into functional specifications.
- Analyse Human Resource and Payroll platforms and processes to identify pain points and areas for improvement.
- Create and implement training programs to support HRIS processes.

Key Selection Criteria

Essential

1. A tertiary qualification in Human Resources or a related field and/or demonstrated experience as a Systems Specialist, preferably in a health-related organisation.
2. Demonstrated experience interpreting and applying multiple Awards/Enterprise Agreement provisions.
3. Demonstrated ability to develop and maintain effective business relationships with key stakeholders.

4. Demonstrated ability to influence and negotiate to produce quality outcomes that contribute to strategic objectives.
5. Excellent interpersonal and communication skills with all levels of staff.
6. Proven ability to effectively manage time and resources to meet timelines with competing priorities.

Desirable

7. Well-developed conceptual, research and analytical skills and an ability to prepare a range of reports and correspondence.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.