**Position Description: People and Culture Analyst – Systems and Processes**

**Our Commitment**

We believe that, by supporting individuals and whānau as they work to answer their greatest needs and achieve their life goals, we can see entire communites transformed.

We are committed to supporting the vulnerable in our communities through the provision of support services that provide housing, training and employment, food support, counselling, financial mentoring, in-home healthcare and early childhood education and learning.

Our Visionwest Te Tiriti o Waitangi Policy affirms Visionwest’s commitment to our responsibilities under Te Tiriti o Waitangi and its intention to ensure Te Tiriti principles of Partnership, Participation, Protection and Equity are understood, applied and reflected across the organisation. Visionwest aspires to embody the wairua of Te Tiriti in its internal relationships, in its relationships with whānau, local Iwi, Hapū, Māori Service Providers and with other faith-based organisations working for equity, Māori aspirations and responsiveness to whānau hardship. This relationship is intended to be one of warmth, hospitality, and reciprocity, one that promotes equity, knowledge sharing and collective benefit.

**Purpose of the Role**

* To be the ‘point person’ and provide specialised Human Resource Information System (HRIS) knowledge, utilization, training and support to the People and Culture team, people leaders and other employees of the Trust.
* Contribute to the outcomes for the People and Culture team, working collaboratively, contributing to process and workflow improvements and capacity building.
* Contribute to the delivery of the strategic outcomes of Visionwest Waka Whakakitenga, working within the values of the organization.

**Key Relationships**

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| **Service and Team:** | People and Culture |
| **Reports to:** | Head of People and Culture |
| **Key internal relationships:** | * The People and Culture team * The Insights and Analytics team * The Information Technology team * The Payroll Team * Visionwest people leaders * Staff and volunteers of Visionwest and Glen Eden Baptist Church |
| **Key external relationships** | * Visionwest Enterprise Solutions vendor |

**Role Responsibilities**

**Team and Organisation**

* Work collegially and collaboratively with the team in keeping with Visionwest’s identity, culture and mission, contributing to a team environment where people have a clear purpose, are supported, and are healthy and engaged.
* Participate in team based, and organisation-wide, culture, engagement and learning activities, and encourage others to participate.
* Work collaboratively with internal stakeholders outside of team contributing to a mutually supportive work environment where both parties’ outcomes are met.
* When required, liaise/work with external stakeholders and agencies, representing the organisation in keeping with Visionwest’s culture, values and kaupapa.

**Task Management**

* Provide specialised HRIS support and advice ensuring full system utilization, developing solutions to varied and complex problems – advising, analyzing, developing, influencing and training.
* Work alongside the Application Support Analyst to ensure the successful implementation of application upgrades, as well as provide training and technical support.
* Optimize HRIS processes, integrate new software from a user perspective, and if required, perform diagnostic tests.
* Work with vendors who ‘plug into’the HRIS to maximise effectiveness of end-to-end processes.
* Ensure the efficient recording and secure storage of HR metrics.
* Perform audits on P&C processes and documents, including hiring, termination of service, and payroll administration, when required.
* Ensuring quality of P&C data.
* Document P&C processes, identify concerns and work with the Insights and Analytics team manage people related reporting and analytics.
* Keep track of technological advancements and trends in the field of HRIS.
* Carry out HRIS Subject Matter Expert (SME) tasks, and other general tasks from time to time, as directed by the Head of People and Culture, that contribute to the team meeting its outcomes.
* Ensure tasks assigned are carried out effectively, efficiently and timely.
* Work within stipulated parameters and budgets.
* Contribute to the continuous improvement and capacity building within the team, including proposing new and innovative ways to improve outcomes.
* Provide support for plans and proposals for new projects as requested by the Head of People and Culture.
* Provide accurate, reliable and timely reporting as requested by the Head of People and Culture.

**Personal Expectations**

* Have a learning attitude and actively seek opportunities for personal and professional development (both internally and externally)
* Display a servant style attitude that offers support and encouragement to others in the team.
* Be proactive in own practices to ensure a safe working environment for own self and colleagues including prompt reporting of accidents, incidents, and hazards.
* Ensure that the vision, mission, and values of the Trust are reflected in own work practices and workplace relationships (internal and external) including working from a kaupapa Māori framework.
* Manage confidential information in an appropriate way to ensure it remains confidential and meets Privacy legislation as well as organizational requirements.

**Expected Outcomes**

* The People and Culture team is well supported by this role in meeting its strategic, project and day-to-day outcomes.
* SME level knowledge and utilisation of the HRIS:
  + People and Culture team well trained in HRIS use.
  + effective liaison with the Insights and Analytics team resulting in reporting that meets the service requirements.
  + Line managers are confident in the use and value of the HRIS system and processes.
  + Effective collaboration with the IT team and other systems analysts across Visionwest.
  + Data quality
* The vision, mission and values of the Trust are evident in daily work practices.
* Collaborative work practices are evident with mutually beneficial outcomes for:
  + Team and colleagues
  + Internal stakeholders
  + External stakeholders
* Visionwest’s Kaupapa Māori practices are integrated into work practices.
* Income and expenditure meet budget expectations.

**Role Competencies**

* Proven experience as an HRIS Analyst or a similar role.

 Ability to collaborate, provide technical support, and train staff.

* Experience in analyzing HRIS and HR performance metrics.
* Ability to keep up with technical innovation and trends in HRIS Analysis.
* Exceptional interpersonal and communication skills.
* Relevant training and/or certifications as an HRIS Analyst.
* Senior level advisor – providing specialised technical service, developing solutions to varied and complex problems.
* Experience in documenting processes, auditing and reporting.
* Analytical and creative reasoning to explore alternative options and formulate solutions.
* Sound understanding of practices, techniques, concepts and theoretical principles.
* Work under general direction with considerable latitude in determining own objectives and approaches to work assignments
* Internal and external relationships – liaising, advising, influencing and explaining technical terms.
* A commitment to Te Tiriti o Waitangi and Visionwest’s ongoing Kaupapa Māori journey.
* A desire to support those who are facing challenging circumstances in their lives, with a commitment to the vision, mission and values of Visionwest Community Trust, and an ability work within the objectives as set out in the Trust Deed.

**Any of the accountabilities, reporting relationships, or other matters, which are specified above, may from time to time be altered by the Trust/ Visionwest Community Trust following consultation with the role holder.**

**Qualifications & Prior Experience:**

* Expertise at degree level with extended relevant technical or commercial experience.