

POSITION DESCRIPTION



Senior Remediation & Payroll Data Analyst

POSITION DETAILS

Position Title	Senior Remediation & Payroll Data Analyst
Classification	HEW 8
Position Number	7013717
School/Office	Pay Confidence Program
Division	Division of the Chief Operating Officer

POSITION PURPOSE

The Senior Remediation & Payroll Data Analyst is responsible for developing and implementing data models, leading payroll remediation calculations, and providing payroll analytics and insights to support critical business decisions, while liaising with various internal teams, addressing complex payroll queries, supporting the resolution of audit findings, and ensuring compliance with employment legislation and Enterprise Instruments.

KEY ACCOUNTABILITIES

Develop and implement payroll data models and lead payroll remediation calculations

- Exercise leadership and innovation in the design, development and production of data models (including visual summaries and analysis) on payroll remediation and business as usual activities
- Creatively designed user-friendly data models that assist people leaders to make informed employment decisions
- Monitoring and reporting on remediation payment progress and outcomes.
- Utilise data to proactively improve payroll processes.

Lead the implementation of payroll analytics and insights to support critical business decisions

- Connect with other areas of the University to drive the development of payroll analytics that support critical business decisions.
- Provide insights for various cross-functional working groups to support program streams
- Build payroll assurance through automated relevant regular payroll reports

Stakeholder Coordination

- Collaborate with the HR Operations team, ITDS, Competitive Intelligence and Analytics, Risk and Assurance, Finance, and other staff members.
- Address complex queries and cases of payroll non-compliance within the University and Entities.

Improve payroll controls and legislative compliance:

- Resolve audit findings related to payroll and implement necessary controls.
- Drive compliance with payroll and employment legislation and instruments.
- Review, develop, and implement improvements to new and existing payroll controls.
- Provide relevant reports to Senior Executives as required.
- Document system and business processes for continuous improvement, record management and knowledge management.

Undertake other duties as directed

- Other duties relevant to the classification level.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Demonstrated experience in the areas of assurance and payroll compliance
- Demonstrated experience in data modelling, Oracle SQL or Microsoft suite tools and methodologies to extract data for data analytics and insights
- Ability to analyse and detect patterns, inconsistencies, and anomalies in payroll data
- Demonstrated experience in the use of the payroll systems, preferably, AscenderPay system
- Understanding of relevant employment legislation and University Instruments
- Ability to work closely within a cross-functional team to support strategic improvement initiatives

KEY RELATIONSHIPS

- **This position reports to:** Program Data and Analytics lead
- **This position supervises:** NIL
- **Key internal relationships:**
Payroll team members
Stream leads and associated delegates
Members of the Program Control Group and their associated areas
Program working group participants
- **Key external relationships:**
Vendors
Regulatory bodies
Other relevant stakeholders as required

CHALLENGES

Key Challenges

- Managing complex payroll remediation calculations across multiple rules, entities and time periods
- Working with incomplete or inconsistent historical data
- Navigating system limitations (e.g. Ascender Pay) while improving processes
- Balancing accuracy with tight delivery timeframes and high scrutiny
- Interpreting legislation and ensuring outputs are legally defensible

- Engaging diverse stakeholders and translating technical data into clear insights
- Meeting audit and regulatory expectations with strong traceability
- Building sustainable controls while supporting ongoing operations

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: