

POSITION DESCRIPTION



HRIS Specialist

POSITION DETAILS

Position Title	HRIS Specialist
Classification	HEW 8
Position Number	TBC
School/Office	Pay Confidence Program
Division	Division of the Chief Operating Officer

POSITION PURPOSE

This role provides advanced technical support for data extraction, system configuration, and payroll parameter remediation as part of the University's Pay Confidence Program. The HRIS Specialist is responsible for extracting and managing employee data from HRIS and payroll systems, conducting system parameter cleanup, and implementing system changes to prevent future payroll errors.

The role bridges technical and business requirements, working closely with the Data and Reporting Lead and program stakeholders to ensure data integrity throughout the 30-month remediation program. The HRIS Specialist will design and execute data extraction strategies, prepare payment files, and implement system configuration changes in Oracle HRIS to correct historical parameter errors and strengthen payroll controls.

This role requires deep technical expertise in HRIS/payroll systems (Oracle preferred), advanced SQL capabilities, and the ability to translate complex business requirements into technical solutions that support accurate payroll remediation and long-term system improvements

KEY ACCOUNTABILITIES

- Write and execute complex SQL queries to extract employee and payment data from HRIS, Payroll, and Time & Attendance systems.
- Conduct comprehensive data quality assessments and resolve data integrity issues.
- Document data lineage, extraction logic, and transformations for audit trail and compliance.

- Prepare and validate payment files for payroll system processing in accordance with payroll specifications.
- Format payment data to ensure compatibility with payroll system requirements.
- Verify payments have been processed correctly in the payroll system and reconcile discrepancies.
- Coordinate with Payroll Operations team to ensure smooth payment execution.
- Assess current HRIS/payroll system configuration and document parameter settings.
- Identify incorrect parameter configurations (base pay rates, allowances, penalties, leave loading, classifications).
- Design and implement parameter cleanup in non-production environment.
- Execute User Acceptance Testing (UAT) with business users to validate system changes.
- Deploy approved system changes to production environment in coordination with IT.
- Activate validation rules and data quality checks post-deployment.
- Create comprehensive technical documentation for all data extractions and system changes.
- Liaise with IT Department and payroll system vendors on technical issues and system access.
- Provide technical advice to Technical Stream colleagues and broader program team.
- Support data quality investigations and root cause analysis for data-related issues.
- Maintain system change log and configuration management documentation.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Tertiary qualification in Information Systems, Computer Science, Business, or related field, or equivalent experience.
- Demonstrated experience in HRIS/Payroll system administration, configuration, and technical support, preferably Oracle HRIS, or similar enterprise systems.
- Advanced SQL skills with proven ability to write complex queries, perform data manipulation, and manage large datasets.
- Strong problem-solving skills and ability to translate business requirements for payroll remediation into technical solutions.
- Experience with data quality assessment, data cleansing, and data governance practices.
- Experience preparing data extracts, reports, and files for payroll processing and analytical purposes.
- Proven ability to manage system testing activities including UAT and regression testing.

- Strong technical documentation skills with attention to detail and accuracy.
- Understanding of payroll processes, calculations, and compliance requirements in Australian context.
- Strong communication and stakeholder engagement skills with ability to explain technical concepts to non-technical audiences.
- Proven ability to meet deadlines and manage multiple priorities in a fast-paced program environment.

KEY RELATIONSHIPS

- **This position reports to:** Program Data and Analytics Lead
- **This position supervises:** None
- **Key internal relationships:**
Senior Project Manager,
Project Teams,
Legal,
Governance Committees
- **Key external relationships:**
Partner Organisations,
Vendors,
Regulatory Stakeholders

CHALLENGES

- Data complexity at scale: Extracting consistent, accurate data from legacy systems with historical inconsistencies and structural variations across multiple source systems (HRIS, Payroll, Time & Attendance).
- System constraints: Working within the limitations of enterprise payroll systems while meeting program requirements for data access, parameter changes, and testing environments.
- Data quality issues: Identifying and resolving historical data anomalies, missing records, and data gaps that impact calculation accuracy and program scope.
- Parameter cleanup scale: Correcting thousands of parameter settings (pay rates, allowances, classifications) without introducing new errors or disrupting ongoing payroll operations.
- Technical dependencies: Coordinating system changes with IT Department, managing vendor dependencies, and minimizing production impact during system deployments.
- Dual focus demands: Balancing ongoing data extraction needs for payment waves with system remediation work and mitigation activities running in parallel.

- Accuracy under pressure: Zero tolerance for data errors; ensuring data quality and payment file accuracy while meeting tight wave deadlines.

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: Matthew Bond

Date: 23/01/2026