

# POSITION DESCRIPTION



<b>Position</b>	Senior Data and Reporting Analyst (HR Systems)
<b>Level/Classification</b>	H0808
<b>Reports to</b>	Workday Solutions Lead
<b>Unit</b>	People Services and HR Systems
<b>Directorate</b>	People and Culture
<b>Positions Supervised</b>	Nil

## Position Purpose

The Senior Data and Reporting Analyst (HR Systems) is responsible for supporting workforce reporting, data analysis, and system testing activities across the University's HR systems environment.

The role combines technical reporting capability with functional system support responsibilities, including reporting development, data validation, testing coordination, and support for system enhancements and releases within Workday and associated platforms.

Working extensively across all aspects of People & Culture and other areas of the University, the role contributes to the integrity, reliability, and continuous improvement of workforce systems, reporting, and business processes.

## About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.

- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track record in creating strong partnerships with business, government and industry.

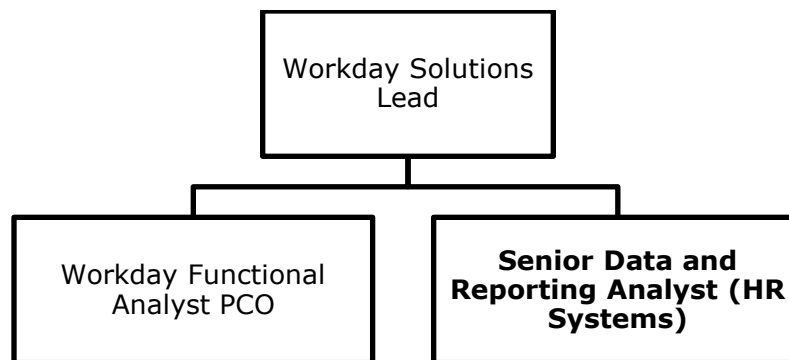
### About the Work Area

The People and Culture team is an integral part of the business strategy and decision-making process, focusing its efforts on strategic and operational programs and services that support staff and organisational objectives. We develop partnerships based on trust and integrity to foster excellence, engagement and fairness, as we work to strengthen the University’s ability to recruit and retain high-quality staff and develop a culture that encourages and supports academics and professional staff to reach their full potential.

Staff within the People and Culture Office will actively demonstrate:

- close working relationships with the Schools and Offices to identify needs and assist in servicing them;
- being client-focused and operating as a business partner;
- prompt and efficient service;
- be respectful and courteous at all times;
- confidentiality and integrity in all matters;
- have a positive approach to achieve the best possible outcomes.

### Reporting Relationships



### Key Responsibilities/Duties

1. Lead the design, development, and ongoing optimisation of enterprise workforce reporting, dashboards, and analytics solutions using Workday, SQL, and Power BI
2. Deliver high-quality analysis, insights, and recommendations to support strategic and operational workforce decision-making across the University
3. Provide specialist advice on workforce data, reporting capability, and analytics approaches across People and Culture and the broader University

4. Lead data integrity and governance initiatives, implementing standards, controls, and validation processes to ensure workforce data is accurate, consistent, and compliant
5. Identify systemic data issues and implement sustainable solutions and continuous improvement strategies
6. Partner with stakeholders to shape reporting requirements, define priorities, and deliver fit-for-purpose solutions
7. Apply advanced technical expertise in Workday, SQL, and Power BI to develop scalable and sustainable reporting and analytical solutions
8. Contribute to the design and optimisation of HR systems, reporting frameworks, and data structures
9. Provide specialist input into system integrations, reporting methodologies, and data models
10. Undertake system testing activities, including user acceptance testing, for system releases, enhancements, and configuration changes
11. Assess and manage the impact of system changes on reporting, data integrity, and business processes
12. Identify and lead opportunities to improve reporting capability, automation, and business processes
13. Contribute to the development and implementation of HR systems and reporting roadmaps
14. Promote best practice in workforce analytics, reporting, and HR system utilisation across the organisation
15. Provide functional leadership and guidance in workforce reporting and analytics, supporting capability development and knowledge sharing
16. Carry out and assist with other duties as requested by the Leader.

## **Selection Criteria**

### **Essential**

1. Relevant tertiary qualification and substantial experience in HR systems, workforce analytics, or data reporting environments.
2. Demonstrated specialist expertise in data analytics, reporting tools (including Power BI and SQL), and workforce data modelling
3. Proven ability to provide strategic advice and influence stakeholders through data insights and analysis
4. Experience investigating data discrepancies and validating data accuracy.
5. Strong understanding of data governance, data quality, and compliance requirements in a complex organisational environment
6. High-level analytical and problem-solving skills, with the ability to interpret complex data and translate it into meaningful insights

7. Excellent communication and stakeholder engagement skills, with the ability to work effectively across technical and non-technical audiences

### **Desirable**

1. Experience developing reports within Workday or a similar HRIS, including calculated fields and advanced reporting.
2. Experience working in the higher education sector.
3. Experience supporting system testing, UAT, or business process validation activities.

### **Work Requirements**

1. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
2. Ability to work outside of normal office hours when required.
3. Australian permanent residency or possession of a valid visa with work entitlement in Australia.

### **General Obligations**

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

### **Guiding Principles and Values/Code of Ethics and Code of Conduct**

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.

- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All staff complete a Career Development Conversation annually to discuss their career aspirations and growth opportunities.

All Staff undergoing a probation period are required to set probationary objectives with their leader within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*