

Position description

Position	Senior Project Manager HRIS
Group	Office of the Chief Executive
Reports to	People and Culture Group Manager, Human Resources Operations
Location	1010 La Trobe Street Docklands Victoria
Date	January 2019

Our organisation

VicTrack owns Victoria's transport land, assets and infrastructure and works to protect and grow the value of the portfolio, to support a thriving transport system, and make travel and living better for Victorians.

With much of the asset portfolio dedicated to transport, VicTrack is focussed on strategic asset management and supporting the delivery of better transport solutions. With a strong commercial focus, we invest back into transport and communities and support other non-commercial activities including community projects and environmental and heritage preservation.

Our core functions

Victoria's *Transport Integration Act 2010* sets out the objectives for each transport sector agency. As the asset owners, our role is to manage the assets consistent with transport system objectives. VicTrack's core functions include:

- Telecommunication services and network infrastructure that supports public transport
- Managers of land set aside for transport purposes, including the development and sale of land no longer required for transport
- Project management and civil engineering services for rail infrastructure upgrades
- Transport facilities and asset management, including the open access Dynon Rail Freight Terminal and heritage, buildings and environmental preservation

Our business groups

Our business is made up of three specialist delivery groups including Property, Telecommunications and Project Delivery, all supported by the Office of the Chief Executive and Business Services. Each delivery group provides various disciplines in assets management and service delivery.

Our vision

To grow as a commercially sustainable corporation that supports the delivery of government policy and achieves triple bottom line outcomes through a strong commercial focus and environmental sensitivity and provides a range of social benefits to Victorian communities.

Our mission

To improve the value of assets that VicTrack manages for the state and deliver a range of commercial services and projects that improve Victoria's transport system and contribute to the state's liveability and sustainable economic development.

Our values

- Respect
- Professionalism
- Achievement
- One team

Dimensions

Reporting Relationships

The Project Manager HRIS reports to the People and Culture Group Manager, Human Resources Operations.

Budget

HRIS project budget

Other

N/A

Purpose of the position

The role is responsible for the design, implementation and ongoing enhancement of integrated and functional Human Resource Information System (HRIS) technology solutions. The Senior Project Manager HRIS ensures solutions meet VicTrack, People and Culture (P&C) objectives and improve operational performance.

Key accountabilities/functions

- Identify stakeholders, conduct stakeholder impact analysis and interpretation, assess change readiness, and create and implement a plan to ensure alignment with the wider P&C Strategy
- Deliver critical P&C HRIS projects and inform P&C system budget allocation to support strategy.
- Identify and resolve complex problems in relation to technology systems, people and process.
- Act as a key leadership driver of the relevant working groups and individual representatives to support the change initiatives and to coach them to act as change sponsor throughout the technology transitions.
- Develop and test a proof of concept solution to deliver final solution.

- Pro-actively liaise with vendors to design and deliver a successful implementation in line with the approved business case and plan.
- Apply VicTrack change management processes and tools to support adoption of the Technology modules.
- Coordinate activities with key stakeholders to support the design, development and delivery of appropriate communications to ensure effective and efficient outcomes.
- Develop and implement HRIS metrics and reporting that align to business objectives.
- Inform and support the development, design and delivery of aligned training programs as required for the Technology change.
- Proactively demonstrate and support a safety first leadership culture and contribute to other P&C Operations team initiatives as required.
- Act as coach and mentor to develop technology skills and knowledge in People and Culture users and other stakeholders as required.

Customer focus

At VicTrack we require staff to practice Customer Focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their needs. This is about listening to customers regarding their expectations and focusing on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

This position has organisational responsibility to ensure our collective approach to a customer centric approach is delivered, managed and monitored.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with Occupational Health & Safety Act in regard to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Safely Accessing the Rail Corridor

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, shall:

- Be responsible for their actions where those actions can in any way affect or compromise railway safety;
- Be aware of the railway safety requirements associated with their duties and responsibilities;
- Take whatever action is possible to prevent the occurrence of unsafe conditions and / or incidents;
- Report any railway safety problems / hazards of which they become aware to the Group Manager Safety.

Individual attributes

Qualifications and experience

- A minimum of business related tertiary level qualifications or other applicable fields is preferred.
- Strong organisation change management experience, preferably with experience in business process change and systems in HR or IT.

- Proven ability to deliver major projects to agreed specifications on time and within budget.
- Experience to manage and influence stakeholders and subject matter experts to deliver project outcomes.
- A minimum of 5 years' experience implementing enterprise solutions.

Skills & abilities

- Ability to undertake complex analysis and interpret data to support the delivery of business cases and plans.
- Strong written communication skills to prepare complex briefings, progress papers and presentations.
- Ability to provide innovative solutions to complex business problems.
- Deliver a strong customer focus to all activities.
- Ability to manage multiple stakeholders and vendors to support the delivery of effective and timely outcomes
- Highly organised and able to prioritise conflicting deadlines and manage the expectations of others
- Strong skills in Microsoft Office suite, advanced Excel proficiency.
- Experience in Technology One products would be advantageous.

Interpersonal and other features

Internal relationships:

- VicTrack employees and managers

External relationships:

- Transport Agencies of Victoria
- Vendors