

People Systems Partner



The People Systems Partner will partner with the organisation to enhance the relevant People and Safety Systems. This role will contribute to the development and resolution of issues with our systems as required, and any other HR and HSW Systems or tools.

Reports to:	Head of People and Safety
Department:	People and Safety – HR team
Group:	People and Culture
Tenure:	Fixed Term (2 years) – part time FTE 0.8
Location:	Avalon
Career Path:	Corporate
Job Family:	People and Facilities
Career Step:	6
Date:	January 2025

Position priorities and responsibilities

HR and HSW Systems

- Technical ownership of all current and future HR and HSW Systems
- Create and maintain roadmaps for all planned future work for HR and HSW systems, aligned with DS&I plans and with GNS organisational strategy
- Maintain successful vendor relationships for our HR and HSW systems
- Assess the impact and provide a risk assessment of any process changes, and any proposed new conditions or other systems dependent practices or processes
- Responsible for data integrity, security, and compliance, with the support of the HR and HSW teams.
- Analyse data flows and identify process improvement opportunities.

Workday

- Manage (with the assistance of the Workday Systems Administrator (WSA)) the ongoing design, deployment, maintenance, review, and enhancement of the relevant Workday modules to ensure we are utilising our systems effectively.
- Serve as a Subject Matter Expert (SME) to the organisation and functional leaders to continuously improve service delivery
- In collaboration with the WSA, assist with feature releases and system maintenance ensuring client requirements are met
- Ensure the HR and HSW teams have sufficient knowledge to provide day-to-day Workday HCM and Learning system support through continuous learning
- Manage (with the assistance of the WSA) enhancements and associated projects
- Ensure up-to-date documentation of system functions, processes, and capabilities

- Maintain a working understanding of Workday reporting (such as monthly ELT HR report) to assist the HR team and people leaders as required, and back up the People Analytics Partner as required
- Take advantage of WD best practice solutions ensuring these align to end user and organisational needs
- Assist with the build of test strategy and scenarios, and execute testing
- Demonstrate strong stakeholder management and liaise with key SMEs to achieve objectives

Workday Virtual Support Team

- Provide excellent customer service, and alignment to Workday best practice, across the relevant Workday functions and ensure that decisions are made consistently to the satisfaction of both entities (ESR and GNS).
- Support the WSA to coordinate the delivery of incident and problem management activities across the HCM-related functional areas including:
 - Lead T2 Workday technical support for HCM-related functions and work closely with our vendor partners
 - Contribute to the continual service improvement work programme
 - Assist with the appropriate scoping and prioritisation of all related function enhancement requests
 - Coordinate (with the HR and HSW teams) the development and ongoing delivery of guidance material, FAQs, and training for the related Workday functions
 - Support change management Q&A, scoping and analysis of enhancements, and other related change, including representing GNS relevant Workday functions in the GNS and ESR Change Advisory board
 - Work closely with the WSA on tasks including support for Workday role and permissions, technical configuration, security assignment and assist with Workday patching and updates as required

Teamwork

- Work effectively as a member of the WD team, People and Safety Department, and the People and Culture Group to support other team members and provide coverage of functions
- Work with other team members to ensure workloads are fairly spread and manageable
- Work with other team members on projects
- Support a positive culture and morale

Responsibilities of all our people

- Comply with all GNS policies and procedures.
- Contribute to making GNS a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- Workday team and SMEs
- HR and HSW teams
- Digital Systems and Information Department
- Science and Commercial Operations Department Managers

External:

- Workday and Support vendors
- ESR (Workday, payroll, and HR team)
- Other HR and HSW system vendors and service providers

Person specification**Skills, knowledge, and attributes**

- Ability to clearly articulate messages with all levels in the organization, including breaking down complex topics for target audiences
- Ability to understand business priorities and align technology opportunities
- Project planning, management, risk monitoring and mitigation
- Ability to prioritise workloads and provide timely follow-up and resolution
- Demonstrate high level of integrity, discretion, and confidentiality
- Ability to think pragmatically and provide credible, timely systems advice
- High level of accuracy and attention to detail
- Demonstrated ability to meet competing deadlines and priorities
- A self-starter who applies initiative and original thinking to problems
- Seeks advice on highly technical or new problems and can see the 'big picture'
- Can demonstrate initiative, and connect tasks to support quality business outcomes
- Builds relationships with people throughout the organisation
- Coaching skills, ability to coach technical system use to non-technically minded users
- Develops builds and maintains effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol)

Experience

Essential:

- At least 3 years' experience in a HR/HSW systems advisor/administrator or business analyst or similar role
- Experience related to implementation and management of enterprise HR and/or HSW systems/applications; Workday experience or training is an advantage

Desirable:

- Experience in working with Workday or similar ERP

Qualifications

Essential:

- Qualification in HR/HSW, statistics, business analysis or other relevant qualification, or the equivalent working experience

Performance Dimensions

At a high level, GNS recognises six **Performance Dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the way we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS performance).

Contribution to GNS / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.