



Senior Business Analyst (HRIS)

Your contribution

As the Senior Business Analyst you will provide business intelligence and analytical reporting services, business process analysis, and business system configuration and administration services. You will work as part of a small team in a shared services environment supporting HR business systems, primarily Aurion & ELMO.

Your role

The Senior Business Analyst will:

- Implement and maintain HR business application system solutions supported by CAA, including applying enhancements and upgrades, and developing and maintaining work instructions and documentation. Also includes gathering business and legislative requirements, and leading the configuration and deployments of Timekeeper builds in Aurion.
- Work closely with the Payroll team and CAA's customers to develop and implement practical and innovative solutions that improve processes and add value to CAA's services, particularly solutions that automate processes or extend self-service options
- Develop regular and ad-hoc reports from CAA's business systems using application specific and/or external tools (predominantly Power BI, Aurion Query Tool, Technology One XLOne Reporting, Microsoft Access) and provide supporting analysis/advice
- Undertake essential duties for completing ongoing/cyclical tasks across the HR business systems (e.g. pay run processing, quarterly reporting, daily checking, year-end closure activities)
- Develop and deliver training sessions in the effective use and operation of CAA's business systems
- Identify and evaluate trends relating to incidents/problems and make recommendations to senior management
- Participate as a team member on implementation projects and onboarding new clients as required
- Work at customer sites to conduct business process reviews, gathering business and functional requirements and provide advice/recommendations as required.
- Foster a workplace culture that supports and promotes the interests of First Nations people and actively engage through our work to contribute to better outcomes for First Nations people.

ROLE DESCRIPTION



Branch
Human Resources



Location
Brisbane



Role type
Temporary



Duration
12 months



Remuneration
AO6 (TMR)
\$113,144 - \$121,056 per annum,
plus leave loading and
superannuation of up to 12.75%



Job Ad Reference
CAA556958



Closing date
Monday, 27th of May 2024



Contact
Mitchell Fry
07 3003 2372

ARE YOU AN AURION, ELMO OR
POWER BI GURU! WE WANT TO
HEAR FROM YOU!

What we are looking for

We'll assess your suitability for this role by looking at what you've done previously – the knowledge, skills and experience you've built, your potential for development, and your personal qualities. This position requires:

- Ability to, or ability to rapidly learn to, implement and maintain core business systems to support a diverse customer base. Strengths in using data analytics to assess processes, determine requirements, and deliver data-driven recommendations and reports is ideal.
- Demonstrated ability to prioritise tasks efficiently in line with team commitments
- Ability to embrace change by actively seeking new solutions and responding flexibly to changing requirements
- Ability to build rapport with internal and external stakeholders to support customer-focussed service delivery
- Personal accountability for development and continuous self-improvement through sharing ideas and seeking out learning opportunities in everyday work

In this role you will be valued for developing strong technical knowledge and skill in this area of expertise and demonstrating self-management. Corporate Administration Agency applies the [Leadership Competencies for Queensland](#).

About Corporate Administration Agency (CAA)

Established in 1997 as Queensland Government's first shared services provider, the CAA provides a comprehensive range of corporate support services within the Arts portfolio and to a number of government agencies. We pride ourselves on our organisational and service culture, and this is reflected in our values: *A partnerships approach, Innovation, Growth Mindset and Flexibility*.

For further information on CAA and its role as a shared service provider to Queensland Government, please visit us at www.caa.qld.gov.au. It's also where you can learn more about the benefits and conditions of employment with us.

How to apply

To enable us to assess your eligibility and suitability, you should:

- apply online: www.smartjobs.qld.gov.au
- include your current resume, and
- provide a statement of no more than 2 pages, explaining why you are interested in the role and what strengths you will bring relevant to the duties and "What we are looking for" attributes.

The selection panel will assess your ability to perform the work required of the position based on your application and other assessment tools such as an interview.

Our roles can be difficult to summarise in a role description. If you are interested, you are encouraged to call the contact officer to find out more about the role and the CAA environment.

Additional information

- A probationary period of a minimum of three months will apply to appointees external to the public sector.
- Your application for this role will remain current for 12 months and may be considered for identical or similar vacancies.

Pre-employment checks

Appointment is subject to the following pre-employment checks and disclosures:

- **Employment eligibility:** to be appointed to a position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify CAA if your right to work in Australia ceases.
- **Employment screening:** a criminal history check may be undertaken on the recommended applicant(s). A criminal conviction or charge will not automatically exclude you from consideration for appointment with the CAA. If information is received that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.
- **Reference checks:** reference checking will be undertaken prior to any offer of employment.
- **Disciplinary history:** if you are the recommended applicant you will be required to disclose any serious disciplinary action taken against you during your public sector employment.
- **Employment as a lobbyist:** newly appointed employees to the Queensland public sector must disclose within one month of starting duty any previous employment as a lobbyist within the last two years.

Need assistance?

- **If you experience technical difficulties:** please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
- **If you are unable to submit your application online:** contact CAA's Recruitment Services team on (07) 3003 2361 or recruitment@caa.qld.gov.au, between 9 am and 5pm Monday to Friday, to enquire about alternative arrangements.
- **Reasonable adjustment:** you are encouraged to advise the panel of any additional support or reasonable adjustments required to ensure you can demonstrate your ability to meet the inherent requirements of the role. You can request reasonable adjustments at any stage of the selection process. If you are the successful applicant, CAA will work with you to ensure reasonable adjustments are made in the workplace to enable you to work safely and productively.