

ROLE PURPOSE

Role Title: People Systems Specialist	Division: People & Organisational Development	Location: Manila, Philippines or Sydney, Melbourne, Queensland, ACT, Australia	Date: August 2023
Employment type: Part-time Permanent (20 hours per week)	Reports to: People Partner – Global Initiatives	Number of direct reports: 0	Leadership Band: Leads Self

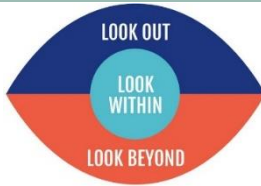
Purpose of the role:

The People Systems Specialist is an SAP technical expert accountable for maintaining, trouble shooting and enhancing the organisation's global SAP SuccessFactors HR system to measurably enhance individual and organisational performance and continuous improvement.

The People Systems Specialist will own the outcomes of:

1. Ensuring optimisation of people@hollows systems functionality and responding to queries to enable users to access the required information and maximise their use of self-service.
2. Developing process maps for all administrative transactions
3. Coaching the People and Development team in people@hollows transactions, keeping on top of trends and required system upgrades
4. Other tasks as requested by your manager

Our Capabilities:



As a member of the Foundation Family you will:

1. Live by the values of The Foundation and support The Foundations culture, performance and brand.
2. Adhere to all The Foundation policies & Procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- Highly skilled SAP SuccessFactors – EC, ECP, Time modules, RCM, RMK, RP, ONB and LMS modules
- Highly Skilled in SAP HR system configuration and administration
- Exceptional attention to detail
- Highly developed communication skills, ability to work effectively in cross-cultural environment with fluency in written and spoken English
- Highly developed interpersonal skills with the ability to effectively influence stakeholders at all levels
- Highly developed capacity building skills

Strong Experience:

- Configuring & administration of SAP SuccessFactors HR Information Systems to ensure the organisation gets maximum benefit from the system
- Administering global HRIS system implementations and enhancements
- Collaborating with and coaching diverse stakeholders

Desirable Experience:

- Awareness of trends, issues, and how organisations operate in the international development and international non-government organisation sectors (including in the global, regional and local contexts)

Qualifications:

Certification in SAP SuccessFactors – EC, ECP, Time modules, RCM, RMK, RP, ONB and LMS.

Travel:

None

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect

This position does not involve “Working with Children” either direct or indirect.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers

To work in The Foundation, you will:

- Be eligible to work in Australia
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children