

Melton City Council

People and Safety Systems and Data Analyst

Position Description

PD: 00497

A welcoming and liveable
City accessible to all

1. Position details

Position Title	People and Safety System and Data Analyst
Directorate	Office of the CEO
Business Unit	People and Safety
Position Classification	Band 7
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Project Systems and Data Coordinator
Supervises	Nil
Internal liaisons	• People and Safety • Finance • Information Technology • All Staff
External liaisons	• Technology One • System Vendors and Consultants

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Provide end-to-end workforce data reporting and analytics requirements across the People and Safety business unit delivering strategic insights aligned to business priorities.
- Support a data-driven approach across People and Safety by transforming workforce and safety data into meaningful information that supports evidence-based decision-making, workforce planning and continuous improvement.

5. Key responsibility areas

- Design, develop and deliver tailored workforce data, reporting and dashboards for Council incorporating key metric trends, analysis and strategic insights aligned with business priorities.
- Ensure data integrity, accuracy and compliance across People and Safety systems are identified, risks and compliance are front of mind and continuous opportunities for improvement.
- Proactively conduct regular audits of data quality, system integrity and process controls to identify, assess and mitigate risks and ensure compliance with Council standards, policies and legislative requirements.
- Coordinate with Information Technology, People and Safety stakeholders and software vendors to support system upgrades, enhancements, integrations and implementations, ensuring systems continue to meet business requirements.
- Proactively conduct regular audits of data quality, system integrity, and process controls to identify, assess and mitigate risks, ensuring compliance with Council standards.
- Support the design and delivery of training, guidance and ongoing support to People and Safety employees to build capability in data reporting, fostering a strong data-driven culture improving data accuracy and consistency.
- Contribute to policies, procedures and processes that support sound operation of the People and Safety function.
- Maintain a high level of confidentiality and discretion in the handling of a wide range of information and data.

6. Accountability and extent of authority

- Provide specialist advice and support to Council stakeholders, the freedom to act is subject to professional and regulatory review. The impact of decisions made, or advice given may have a substantial impact on individual clients or classes of clients
- Freedom to provide specialist advice is subject to professional and regulatory review, where actions from advice provided may have significant effect on stakeholders or groups.
- Lead and coordinate workforce data reporting activities within Council, resulting in enhanced financial sustainability, operational efficiency, and employee experience.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Solve problems in a practical and technical sense autonomously, whilst developing appropriate options and recommendations within the constraints of authorised practices.
- Ability to operate and apply established methods, procedures and processes developed from theory or precedent to new situations, with an understanding of when established techniques are not appropriate to use in new scenarios.
- Analyse complex workforce data and information, identify trends, inconsistencies, risks and emerging issues, and determine appropriate actions or recommendations.
- Know when and where to seek guidance and advice from appropriate sources, both internal and external, in relation to methods, procedures and systems support in the provision of financial advice, information and system administration issues.
- Identify system and data issues and develop practical resolutions to ensure continued system functionality, data integrity and effective service delivery.

8. Specialist skills and knowledge

- Experience in HRIS and or people and safety system administration, with knowledge and experience in Technology One highly desirable.
- Demonstrated knowledge and experience in workforce data analytics, reporting and dashboard development and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.
- Ability to tailor reports and analytical insights to meet the needs of stakeholders at all organisational levels.
- Advanced Microsoft Office skills particularly Microsoft Excel and experience with data visualisation and business intelligence tools such as Power BI.
- Understanding of relevant employment, workplace health and safety and privacy legislation and their application to People and Safety data and systems.
- Ability to develop a sound understanding of Council's values and aspirations and of the legal and socioeconomic and political context in which the Council operates.

9. Management skills

- Demonstrated ability to manage time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives efficiently and within agreed set timeframes despite conflicting pressures.
- Ability to analyse, plan, execute and evaluate work requirements, including scope, timeframes, quality and outcomes, while identifying and responding to competing organisational priorities and opportunities.
- Understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee's development.

10. Interpersonal skills

- Self-motivated with the ability to use initiative, demonstrate sound judgement and maintain professionalism, integrity and confidentiality.
- Excellent written and verbal communication skills with the ability to convey complex information clearly, professionally and effectively to a range of technical and non-technical stakeholders.

- Effectively communicate data analytics insights and findings through clear, concise verbal and written presentations, translating complex information into actionable recommendations for a range of stakeholder groups.
- Ability to build and maintain strong collaborative relationships with key stakeholders, engaging regularly to understand business needs, and ensuring data, reporting and system solutions effectively support Council's objectives and decision making.

11. Qualifications and experience

- Tertiary qualification in human resource management, business, information systems, data analytics or related discipline with relevant work experience, or less formal qualification with substantial relevant experience.
- Demonstrated experience in HRIS and or Safety system administration.
- Proven experience in workforce data analytics, reporting and dashboard development.
- Experience using Technology One or other enterprise HRIS, payroll, safety or workforce management systems in highly desirable.
- Demonstrated experience using Microsoft Excel and data visualisation tools such as Power BI

12. Key Selection Criteria

1. Tertiary qualification in human resource management, business, information systems, data analytics or related discipline, with relevant work experience, or less formal qualification with substantial relevant experience.
2. Demonstrated experience in HRIS and or People and Safety system administration, with knowledge and experience with Technology One highly desirable.
3. Demonstrate ability to design and deliver tailored workforce data, reporting and dashboards for Council incorporating key metric trends and strategic insights aligned to business priorities.
4. Ability to effectively communicate data analytics insights and findings through clear, concise verbal and written presentations, translating complex information into actionable recommendations for both technical and non-technical audiences.
5. Ability to identify and resolve data quality and system issues, undertake appropriate audits and controls, and identify opportunities to improve People and Safety systems, processes, reporting and data integrity.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Chief People Officer

Approved by Position Title

August 2026

Date Approved

Incumbent's name

Signature

Date

