

POSITION DESCRIPTION

Position Title:	Data Analyst
Department:	Harvest and Labour Hire Services

ORGANISATIONAL INFORMATION

MADEC is a successful not for profit and charitable organisation, with a proud 50 year history of providing relief to people experiencing poverty or distress. Through our four core business units;

- Employment Services
- Education and Training
- Labour Hire
- Harvest

We recognise the importance of self-worth and self-fulfilment and we recognise that those who are, or may be, disadvantaged, need and deserve our help.

Working in accordance with the guidelines set down by the Government, our business operation is focused on gaining successful employment outcomes for our clients. This is achieved by working with our clients to ensure we understand their barriers to employment, upskilling and providing training solutions, sourcing work opportunities via labour hire, harvest or by partnering with business and industry stakeholders to secure sustainable work options for our clients

Labour Hire and Seasonal Worker Programme

MADEC offers a comprehensive labour hire service across many industries including wineries, viticulture, labouring, mining, retail, processing, hospitality, horticulture, construction, local government, and tourism.

MADEC continues to be a large approved employer under the Seasonal Worker Programme (SWP), an initiative of the Australian Government, since its pilot programme in 2008. The SWP aims to provide relief to people experiencing poverty and disadvantage from Pacific Island countries and Timor-Leste by providing employment opportunities with Australian employers in selected industries/sectors.

The SWP also has the dual benefit of providing employers with a reliable return workforce sourced to assist in meeting unmet labour demands, when there is not enough local Australian labour to meet seasonal demand.

PRIMARY PURPOSE OF ROLE

To work with high volumes of payroll data to create practical and accurate information, promoting efficiency and compliance within the payroll team. This role is responsible for regular and ad hoc reporting as required in the labour hire and seasonal worker payroll departments.

Direct Reports to this Role

Total Number of Reports

<i>Nil</i>	<i>Nil</i>
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Key Relationships

Internal	Finance Manager Team Leader – Payroll Payroll Officers Harvest and Labour Hire staff
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External	Host employers Government departments for payroll related tasks (Centrelink, Australian Tax Office, superannuation funds, child support agencies, etc.)
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KEY RESPONSIBILITIES / DUTIES	
Payroll reporting and data analysis	
In consultation with management, design payroll and data reports and tools which are compliant to payroll requirements and assist in process efficiency within the payroll team and business.	
Participate in developing new procedures to streamline processes and develop new and innovative ways of working	
Generate regular reporting (weekly, monthly, annual) in the required timeframes and provide ad-hoc reports in a timely manner.	
Validate data from internal and external sources for accuracy and completeness	
Review and manipulate data into more efficient formats to improve time and accuracy	
Preparation and compliance in all Superannuation Guarantee payments and requirements	
Preparation and compliance in all State portable long service leave payments and requirements	
Reconciliation of Single Touch payroll	
Routine monitoring of systems to ensure information and report any anomalies, concerns or findings to management	
Participate in the development of new practices and procedures to streamline processes and develop new and innovative ways of working.	
Systems and information	
Assist and educate the payroll team with the day-to-day use of reporting tools and systems to promote efficiency	
Remain current on new legislation, awards and regulatory rulings impacting payroll. Enforce adherence to requirements and advise management on the required actions.	
Recommend improvements to existing software programs as necessary.	
Assist with internal and audits, including the ongoing review of systems, preparation of materials and liaison with auditors	
Payroll processing	
Ensure timely and accurate support during payroll processing to the team and other staff as required, including entry and maintenance of employee, host and job information, data entry, and other duties required to complete the regular processing of payroll.	
Liaise with host employers, employees and other stakeholders in relation to answering queries, follow up and any other matters related to the processing of payroll	

Qualifications and Experience:

	Essential	Desirable
Qualifications		<p>Drivers licence</p> <p>Qualifications in business or administration, or work experience in roles with high volume data or payroll roles; or combination of both.</p>
Experience:	<p>Working with large volumes of data and information; interpreting and analysing data; and building or maintaining data systems</p> <p>Using Excel to a high level including exports, creating complex formulas, pivot tables, etc.</p> <p>High level administrative roles</p>	<p>Experience in payroll or human resources</p> <p>Experience in highly regulated industry</p> <p>Experience using Microsoft Access</p>
Skills:	<p>High level knowledge of Microsoft Excel and data related systems, and the ability to adapt to new IT systems.</p> <p>Understanding of payroll and human resources functions and requirements</p> <p>Excellent analytical and numeracy skills and attention to detail</p> <p>Ability to interpret data information and identify opportunity to streamline processes</p> <p>Ability to identify the right data sources and how to interpret the results.</p> <p>Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.</p> <p>Flexibility and willingness to accept a change in priorities</p> <p>High level of confidentiality and discretion.</p>	

Competencies *All employees must:*

Adaptable	<p>Maintain focus and productivity in changing environments, responsibilities and people.</p> <p>Remain positive in the face of change, take steps to recognise need for change and understand and support changes as we strive for business excellence.</p>
Accountability	<p>Accept responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.</p>
Communication	<p>Communicate effectively and transparently.</p> <p>Engage and inspire other through clear oral and written communication.</p>
Customer focus	<p>Ensure our internal and external customers/clients are at the forefront of our minds in all that we do.</p> <p>Act in the best interest of our customers/clients by working with them to understand their needs and to build mutual respect that leads to mutually beneficial outcomes.</p>
Integrity	<p>Be authentic.</p> <p>Maintain personal credibility and uphold ethical standards.</p> <p>Fosters respect for all individuals and points of view.</p> <p>Interacts appropriately with all members of the workforce, clients and business and community partners without regard to individual characteristics.</p>
Team Work	<p>Work cooperatively and effectively with others to achieve department and organisational goals.</p> <p>Participate in building group identity characterised by trust, pride and commitment.</p> <p>Build strong intra and inter department relationships and partnerships to ensure business success.</p>

Accountability

We do what we say we will do and are responsible for our actions.

Authenticity

We remain true to our core purpose. We are honest, trustworthy and transparent.

Courageousness

We act ethically and stand up for what is right, just and fair.

Passion

We believe in what we do and will not waver in our commitment to achieving expected outcomes.

Inclusiveness

Everyone matters, we are “all” community.

Excellence

We are committed to continuous improvement in all we do.

Role Description reviewed by:

Employee Name:		Title:		Date:	/ /
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Employee acknowledgement of Position Description:

Employee Name:		Signature:		Date:	/ /
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Please provide copy of Position Description to employee.
Employee to sign and return to Human Resources

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