

As an independent, co-educational, CARE (Curriculum and Reengagement in Education) School, Alta-1 is a Christian organisation which works with students from years 7-12. We work with at risk young people providing them with wrap around support as they go on a journey of transformation to discover their unique sense of identity and purpose. We are fully committed to their **safety, wellbeing and welfare** at all times.

Recognising that our young people learn best when they feel **connected**, Alta-1 prides itself on being a place of belonging; fostering deliberate connection, safety and community relationship, all in the pursuit of individual self-discovery.

We're please you've chosen to be a part of our team and we look forward to **working, learning and growing with you in this role!**

ALTA-1 Human Resources Systems Analyst

Playing to your strengths

As an HR Systems Analyst, your strengths lie in blending technical expertise with a deep understanding of HR operations. You're skilled at configuring and maintaining HCM platforms, ensuring seamless data flows and system reliability. Your analytical mindset allows you to interpret complex workforce data, build interactive dashboards in Power BI, and deliver insights that drive strategic decisions. You thrive in cross-functional environments, collaborating effortlessly with HR, IT, and payroll teams.

With a keen eye for process improvement, you automate repetitive tasks and streamline workflows like onboarding and leave management. Your ability to translate system capabilities into user-friendly solutions—while safeguarding data accuracy and privacy—makes you an indispensable bridge between technology and people.

Adaptable and flexible, you are an agent of change. You embrace a growth mindset, continually learning and improving. You foster the same attitude in your team and encourage a culture of trust, support, and acceptance.



Here's what you're responsible for:

The HR Systems Analyst is responsible for the administration, optimisation, and support of the organisation's Human Capital Management (HCM) systems. This role ensures the integrity of HR data, drives process automation, and delivers actionable insights through reporting and analytics. The analyst collaborates with other stake holders such as IT and Payroll to enhance system functionality and improve the employee experience.

Reporting to the HR Manager, your role will include but may not be limited to, activities such as:

System Administration & Maintenance

- Configure, maintain, and troubleshoot the HCM platform to ensure optimal performance
- Coordinate system upgrades, patches, and feature rollouts in collaboration with vendors and IT

Data Management & Integrity

- Maintain accurate employee records and ensure consistency across integrated systems
- Monitor data flows between platforms and resolve integration issues
- Conduct regular audits to identify and correct data discrepancies

Reporting & Analytics

- Design, build, and maintain dashboards and reports for key HR metrics Support data-driven decision-making through timely and accurate reporting

Process Improvement & Automation

- Identify inefficiencies in HR workflows and recommend system-based enhancements
- Automate repetitive tasks and streamline processes such as onboarding and leave management

User Support & Training

- Provide technical support to HR staff and system users
- Develop and deliver training materials and sessions to promote system adoption

Compliance & Security

- Manage user access, permissions, and audit trails to safeguard sensitive HR data
- Ensure compliance with data privacy regulations and internal security policies



You will know you're successful when:

- You've built trust across HR, IT, and payroll teams by delivering reliable system support and insightful analytics that drive smarter workforce decisions.
- Your dashboards in Power BI are actively used by stakeholders to monitor key HR metrics, and your automated workflows have noticeably reduced manual effort in processes like onboarding and leave management.
- Data flows seamlessly between integrated platforms, and regular audits confirm the integrity and accuracy of employee records.
- End-users feel confident navigating the HCM system thanks to your training and support, and compliance risks are minimised through your vigilant management of access controls and data privacy.
- Ultimately, success means the HR team runs smoother, faster, and smarter—because of you.

Your opportunities to grow

At Alta-1 we believe in cultivating a work environment that encourages personal and professional growth.

We want to see our staff and students thrive through:

- Mandatory Professional development activities
- Professional development activities arranged by self, according to interest and professional improvement, as negotiated.

