



## **Position Description**

**Position Title:** Human Resource, Systems, Data and Insights Lead

**Reports To:** HR Manager

**Employment Type:** Full-time

## **Position Summary**

The Human Resource, Systems, Data and Insights Lead is responsible for driving excellence in HR systems, data management, and workforce analytics across UNSW Bengaluru. This role supports the HR Manager in delivering strategic and operational HR initiatives, ensuring robust HRIS administration, insightful workforce reporting, and continuous improvement of HR processes. The position partners with academic and professional staff to optimise HR technology, enhance data-driven decision-making, and uphold compliance with university policies and employment frameworks.

## **Accountabilities**

- Lead the administration, optimisation, and continuous improvement of HR systems (HRIS), ensuring data integrity, security, and efficient workflows.
- Develop and deliver workforce analytics, dashboards, and regular reporting to support strategic HR decision-making.
- Provide expert advice on HR data management, privacy, and compliance with relevant legislation and university policies.
- Support the HR Manager in workforce planning, talent management, and organisational change initiatives through data-driven insights.
- Collaborate with Learning & Development to identify skills gaps and inform capability-building strategies.
- Manage the end-to-end process for HR data audits, system upgrades, and process enhancements.
- Ensure accurate and timely maintenance of employee records, contracts, onboarding, and offboarding documentation.
- Partner with IT and external vendors to resolve system issues, implement new features, and ensure user training.

- Promote best practice in HR data governance, reporting quality, and continuous improvement.
- Support diversity, equity, inclusion, and wellbeing initiatives through data analysis and reporting.
- Provide regular updates to the HR Manager and leadership on workforce trends, risks, and opportunities.
- Build constructive relationships with academic and professional staff, unions, and advisory groups as relevant.
- Lead and develop HR systems coordinators and administrative staff, fostering collaboration and service excellence.

### **Skills & Experience**

- Bachelor's degree in Human Resources, Business, Information Systems, or related field (required).
- Postgraduate qualification in HR, Data Analytics, or Systems Management (advantageous).
- 3+ years of experience in HR systems administration, workforce analytics, or HR operations.
- Experience in a university or public-sector environment preferred.
- Demonstrated expertise in HRIS management, data analysis, and reporting.
- Strong knowledge of HR legislation, data privacy, and employment contexts.
- Excellent communication, stakeholder management, and problem-solving skills.
- High-level organisational and project management capability.
- Ability to interpret workforce data and provide actionable insights.
- Leadership, coaching, and team-building capabilities.
- High integrity, confidentiality, and commitment to equity and diversity.

### **Key Relationships**

- HR Manager – for strategic direction, performance oversight, and reporting.
- Academic Staff – for advice, consultation, and workforce analytics.
- Professional Staff – including student services, admissions, and learning support for HR systems and data needs.
- IT and External Vendors – for HRIS support, upgrades, and training.

- Regulatory Bodies – including UGC and accreditation agencies for compliance and quality assurance.