

## Role Description

<b>Title</b>	<b>Workday HCM (Human Capital Management) System Administrator</b>
Manager Title	People Systems, Data and Payroll Manager
Directorate and Group	People and Culture
Band	E
Date	June 2025
Approved By	Chief People Officer

### Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki, he kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

### About DOC

The Department of Conservation Te Papa Atawhai (DOC) serves to protect and restore nature spaces and species across Aotearoa.

At the heart of our success is our strong DOC culture, built on clear values. Our integrity grounds us, our connections take us further together, we empower ourselves and others to do the best work, so we achieve more for nature and New Zealand.

### Role purpose

The purpose of this role is to provide ongoing support, configuration, data analysis and report writing support for our people system, Workday.

### General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by the Code of Conduct.

## Accountabilities

Accountability	Including
Workday Functional Configuration	<p>Analyse requests to change Workday business processes and system configuration, identifying change impacts and making recommendations for how best to achieve business requirements.</p> <p>Maintain security groups and assignments in Workday, creating and changing security groups and assignments as required.</p> <p>Undertake general system configuration to enhance the user experience, proactively identifying system improvements and implementing approved enhancements.</p> <p>Maintain Workday support and training resources and provide advice and support to the People Capability and Culture team for the development of learning assets relating to Workday as required.</p>
Data, Reporting and Dashboards	<p>Develop and maintain custom reports and dashboards within Workday to provide access to data and information and enable Managers and People and Culture staff to self serve.</p> <p>Provide technical support for mass data loads into Workday and monitor data integrity.</p> <p>Provide data analysis and data cleansing services as required from the People &amp; Culture group.</p>
Troubleshooting and Technical Support	<p>Provide second level technical support to users experiencing technical difficulty, researching Workday Community for solutions, and escalating support where required.</p> <p>Provide support for managing large scale organisational change in Workday</p>
Collaboration and relationship management	<p>Working collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Representing DOC and coordinating cross-agency initiatives within area of responsibility</p>
Work management and delivery	<p>Delivering on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identifying critical issues and risks and ensure they are constructively raised and addressed</p> <p>Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Taking all practical steps to ensure your own safety and the safety of others</p>

## Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	<p>Two or more years Workday HCM (or equivalent) experience in a technical/business support or reporting role.</p> <p>Ideally, Workday training and certifications for functional configuration areas. E.g. Security, HCM Fundamentals, Report Writing, Business Process configuration.</p> <p>Solid data analysis skills and experience working with complex data.</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Interacts productively with a wide range of people</p> <p>Seeks and considers other perspectives</p> <p>Works effectively to solve problems, gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p>
Organisation contribution	<p>Provides considered feedback and input to decision making</p> <p>Identifies and suggests opportunities to do things differently</p> <p>Proactively seeks to understand organisational and wider context of role</p>
Delivering results	<p>Plans and organises work to deliver on objectives</p> <p>High personal and professional standards and accuracy</p>
Treaty Partnership	<p>Understands where the Māori Crown relationship is important to DOC</p> <p>Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha</p> <p>Knows to seek advice or support when required</p>

## Key working relationships

Internal	External
<p>Recruitment</p> <p>Human Resources</p> <p>People Capability and Culture</p> <p>Data and Reporting teams</p> <p>Information Systems and Services (ISS)</p>	<p>Support Partners</p> <p>Workday</p> <p>User groups</p>

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).