

Position Description



People & Safety Systems Analyst

Date	September 2026
Purpose of position	The People & Safety Systems Analyst is responsible for the administration, integrity and continuous improvement of Port Otago's People & Safety systems, including the Learning Management System, Payroll System, Safety System and Time & Attendance System. The role ensures these systems operate reliably and are used effectively across the business, and produces the people and safety data, reporting and insights that support good decision-making by the Leadership Team and People Leaders.
Reports to	Head of People & Safety
Key Relationships	• Safety Manager • Training & Development Lead • People & Safety Team members • IT Team • System vendors and providers • System Users
Qualifications & Requirements	• Tertiary qualification in Human Resources, Information Systems, Business Analytics or a related field, or equivalent relevant experience • Minimum of 3-5 years' experience as a Systems Analyst across some / all of HR, payroll, safety or workforce management systems • Strong data analysis and reporting skills, including confident use of Excel and reporting/BI tools • High attention to detail and a strong commitment to data accuracy and confidentiality • Sound problem-solving skills and the ability to manage multiple priorities • Well-developed communication and training skills, with the ability to explain technical concepts to non-technical users • Experience contributing to systems projects or process improvement initiatives is desirable
Direct Reports	Nil

Core Responsibilities

Health & Safety	• Takes responsibility for own and others safety. • Follow all Port Otago Health and Safety guidelines and procedures. • Reports and escalates Health and Safety issues appropriately to manager (everybody's responsibility in every situation). • Report all incidents, accident and near misses accurately and in a timely fashion. • Participates in inductions, on-going training programmes and safety drills and briefings. • Ensure strict adherence to safety standards, statutory and legislative requirements, & Port Otago policies and procedures.
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	• Comply with work area PPE requirements. • Follow a “Take 5” personal task hazard identification process as required. • Responsible for ensuring a safe workplace and adherence to good housekeeping practices. • Attendance & involvement at all team Health and Safety meetings. • Support safe behaviours through participation in the Port Otago Drug and Alcohol Programme.
Systems Administration & Support	• Acts as the day-to-day system administrator for the Learning Management System (LMS), Payroll System, Safety System and Time & Attendance System, managing user access, permissions and system configuration. • Provides first-line support to people leaders and kaimahi for People & Safety system queries, troubleshooting issues promptly and escalating to vendors where required. • Maintains data integrity across all People & Safety systems, including regular audits, data cleansing and reconciliation between systems. • Coordinates system updates, patches and upgrades with vendors and IT, testing changes prior to release. • Builds and maintains integrations and data flows between the LMS, Payroll, Safety and Time & Attendance systems to reduce manual duplication. • Maintains up-to-date system documentation, process maps and standard operating procedures for each platform.
Reporting & People Analytics	• Develops and maintains regular and ad hoc people reporting and dashboards (e.g. headcount, turnover, absenteeism, training compliance, safety metrics, payroll data) for the Leadership Team and people leaders. • Partners with the Head of People & Safety to identify meaningful people metrics and insights that inform decision-making. • Ensures reporting is accurate, timely and presented in a clear, user-friendly format. • Supports year-end and statutory reporting requirements (e.g. remuneration reviews, gender pay gap, ACC, H&S reporting) with reliable data extracts. • Identifies trends and anomalies in people data and proactively raises these with the People & Safety team.
Continuous Improvement & Projects	• Leads and contributes to People & Safety systems projects, including implementations, upgrades and process improvement initiatives. • Identifies opportunities to automate and simplify manual people and safety processes across the employee lifecycle. • Works with IT, payroll providers and other vendors to scope, test and deliver system enhancements. • Supports change management and communication activities associated with new or updated systems. • Maintains a continuous improvement mindset, reviewing systems and processes against best practice.
Training & User Support	• Develops and delivers training, user guides and job aids to support people leaders and kaimahi in using People & Safety systems effectively.

	• Acts as the key point of contact for system-related questions from across the business. • Builds strong working relationships with system vendors, IT and the wider People & Safety team. • Supports the onboarding of new users to relevant systems.
Compliance & Data Integrity	• Ensures People & Safety systems and data handling practices comply with the Privacy Act and other relevant legislation. • Maintains appropriate access controls and confidentiality of sensitive employee information at all times. • Supports internal and external audits relating to People & Safety systems and data.
Personal Development & Team Contribution	• Actively participates in Connect Conversations to identify goals, development actions and timelines. • Takes ownership of personal development planning in conjunction with the Head of People & Safety. • Develops open, honest and respectful working relationships with all team members and the wider management group. • Promotes and actively demonstrates Port Otago's values through day-to-day behaviour. • Contributes positively to a cohesive and inclusive team culture.

Key Performance Measures

Health & Safety	• To always have safe work practices and to be a role model for others. • All incidents and accidents are reported promptly and accurately. • All hazards identified are reported immediately. • Strive to fail safely and report any incidents to allow us to continually improve. • Compliance with all PPE requirements.
Systems & Data	• People & Safety systems are available, accurate and up to date at all times. • Data integrity issues are identified and resolved within agreed timeframes. • System support requests are acknowledged and resolved promptly, in line with agreed service levels. • System upgrades and changes are tested and implemented with minimal disruption.
Reporting & Insights	• Regular people, safety and training reports and dashboards are delivered accurately and on schedule. • Ad hoc reporting requests are turned around within agreed timeframes. • Data provided is trusted and used with confidence by the Leadership Team and people leaders.
Teamwork	• Works collaboratively to achieve the common goal. • Shows respect for what others are trying to achieve by actively listening and responding constructively. • Promotes good co-operation and communication between teams. • Looks for opportunities to help others.