

PERMANENT EMPLOYMENT OPPORTUNITY

Human Resources Information Systems Analyst, Success Factors *Halifax Nova Scotia*

Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

About the Role

Reporting to Manager, Human Resources, the HRIS Analyst works to enhance HR operations by leveraging deep expertise in SAP SuccessFactors modules. Additionally, this position will assist on Ad-Hoc HRIS projects focused on enhancing our current HR processes and core HR data.

The HRIS Analyst serves as subject matter expert and point-of-contact for assigned functional areas and ensuring data integrity, configuration and testing of system changes and the analysis of data and workflows to further process improvement opportunities.

Responsibilities/ Accountabilities Include:

- Supports HR team on issues within our modules in SuccessFactors such as Employee Central, Onboarding, Recruiting, CPM, Benefits, Time Off and Performance Management.
- Responsible for EC foundation items such classifications, position control, org structure, etc.
- Responsible for periodic data syncing from PROD to UAT and DEV and maintaining 3 environments for testing for system change approvals through all 3 environments.
- Provide ongoing support to end users, addressing inquiries, troubleshooting issues, and resolving system-related problems in a timely manner.
- Develop and deliver training materials and user documentation to promote system adoption and proficiency among HR teams and employees. Create and update HRIS documentation (i.e., process-flows, system configurations) to support the end user.
- Customize and optimize system settings, workflows, and business rules to align with organizational processes and requirements.
- Monitor HRIS interfaces and regularly audit HR data to ensure data integrity.
- Participate in updating SFs system in employee central for collective bargaining changes
- Preparation & Execution of Test Cases / Test Plans / Test scripts.
- Providing accurate and efficient support for all HR transactions and information in policies, guidelines, processes and procedural queries and interpretations, HRIS transactions, personal data changes, and any administrative issues.
- Audit and analyze data to ensure integrity (data accuracy and completeness) via standard and ad hoc reports from SuccessFactors. Advise HR on how to make the required data changes (based on audit outcomes).
- Maintain system user guides for process changes, create a ticket for defects and track them until resolution

Your Experience & Skills

- A University degree in Business, Human Resources, IT or related field
- 3 – 5 years of experience with Success Factors administration, configuration, and development in complex business environments.
- Strong understanding of HRIS principles, processes, and best practices.
- Advanced experience using Microsoft Office tools.

Application Details

Please email your resume and cover letter to Recruitment@wcb.ns.ca by **4pm on February 28, 2025**. In the subject line of your email, please quote competition number: JV 31-25 EXT HRIS Analyst.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews. *Please note:* WCB is required to check all employment references before presenting an offer to the successful candidate.

Perks of Joining our Team

- Flexibility/Hybrid work model
- Comprehensive Benefits Plan-
 - Health and Dental Insurance
 - Health Spending Account
 - Life Insurance
 - Long-Term Disability (LTD) Insurance
- Ongoing professional development opportunities
- Employee Referral Program
- A passionate team and a supportive work environment

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The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives. We are committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

To request accommodation, please contact the Human Resource team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.

To learn more about WCB Nova Scotia, visit www.wcb.ns.ca or connect with us on [LinkedIn](#).