


POSITION DESCRIPTION

Rules Engine & Contract Templates Specialist

ReadyTech (ASX:RDY) exists to help communities thrive, and ReadyTechers flourish on making that change happen.

They enjoy taking on challenges that matter to our customers, communities, and the world – and working to solve them with incredible technology that helps navigate complexity, while also delivering meaningful outcomes.

ReadyTechers are enterprising, and hungry to make a difference. But, more than ever, ReadyTechers are *ready for anything*.

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POSITION DESCRIPTION

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| Title | Rules Engine & Contract Templates Specialist | Location | TBA |
| Report to | Head of Professional Services | Direct report(s) | None |

The purpose of this role

As the **Rules Engine & Contract Templates Specialist**, you will take ownership of Ready Workforce's Rules Engine configuration library and contract interpretation framework. You will become the subject matter expert in building, maintaining, and evolving our rule templates, enabling both the consulting team and broader product initiatives.

You'll be hands-on in delivering client-specific rule builds, while also managing the central contract library in both Confluence and the Ready Workforce platform to ensure consistency, compliance, and efficiency across all implementations.

This is a pivotal role for scaling our delivery capability while ensuring compliance with evolving platform features and legislative requirements.

The key accountabilities & responsibilities of the role

Rules Engine Subject Matter Expertise

- Become the go-to expert in how the Rules Engine works, including configuration logic, troubleshooting, and the interpretation process.
- Support consultants by providing advice and hands-on assistance with complex rule design and debugging.

Template Ownership & Governance

- Own the standard ruleset and contract template libraries in both the Confluence knowledge base and the Ready Workforce application.
- Ensure all templates reflect current platform capabilities, compliance requirements, and implementation best practices.
- Implement a version control and update framework for ruleset templates.

Consultant Enablement

- Coach and guide consultants to confidently build, manage, and maintain contracts using standardised rule templates.
- Develop and maintain configuration guides and Confluence documentation that promote scalable and consistent contract builds.

Product & Compliance Alignment

- Work closely with Product and Compliance teams to review and update templated rule sets in response to product changes or legislative updates.
- Participate in sprint reviews or roadmap planning to advocate for feature enhancements that support scalable rule configuration.

Project Rule Build Delivery

- Build and deliver contract rulesets for assigned implementation projects.
- Collaborate with the implementation team to ensure rule configuration aligns with the Statement of Work, contract interpretation, and customer expectations.
- Document, configure, and test each ruleset, ensuring accuracy and compliance.



The ideal candidate will have these:

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| 1. Skills | <ul style="list-style-type: none">🔧 Technical & System Skills<ul style="list-style-type: none">Rules Engine Configuration & Troubleshooting Ability to build, test, and debug complex rulesets using Ready Workforce's Rules Engine.Payroll System Knowledge Understanding of payroll calculations, timesheet interpretation, and award/agreement compliance (especially AU/NZ contexts).Template Management Experience managing and updating reusable configuration templates across systems (e.g. Ready Workforce database) and documentation platforms (e.g. Confluence).Data & Logic Thinking Strong grasp of logic structures, conditional rules, and "if/then" style automation – ability to structure rule builds methodically.🔍 Analytical & Problem-Solving Skills<ul style="list-style-type: none">Contract Interpretation Skills Ability to interpret and translate employment contracts, awards, and EBAs into logical system rules.Root Cause Analysis Skilled in identifying the source of system behaviour or incorrect rule output and resolving efficiently.Detail Orientation Precision in handling complex configurations with minimal errors.🤝 Collaboration & Communication<ul style="list-style-type: none">Consultant Enablement Ability to train and support consultants in using and customising standard templates, and explain configuration logic clearly.Cross-Functional Collaboration Comfortable working with Product, Compliance, and Implementation teams to align templates with platform and legislative changes.Documentation & Communication Excellent written communication to maintain high-quality process documentation and knowledge base articles.🚀 Project & Delivery Skills<ul style="list-style-type: none">Project Participation Ability to manage rule build delivery for assigned projects, including config, testing, and support.Time Management Able to balance library ownership responsibilities with project-based delivery timelines.Continuous Improvement Mindset Proactively identifies opportunities to streamline, standardise, or improve rule building processes and templates. |
| 2. Knowledge | <ul style="list-style-type: none">🧠 System & Technical Knowledge<ul style="list-style-type: none">Rules Engine Functionality Deep understanding of how a rules engine works, especially Ready Workforce's Rules Engine (or similar), including:<ul style="list-style-type: none">○ Triggers and actions○ Buckets and variables |



- Segments and scoping
 - Rate assignment and adjustment logic
 - Execution order and dependencies
 - System Configuration Principles
Knowledge of how to configure system logic based on conditional workflows (e.g., time interpretation, pay conditions, allowance triggers, etc.).
 - Confluence (or equivalent)
Proficient in using knowledge management systems like Confluence to maintain configuration documentation and template libraries.
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Domain Knowledge

- Payroll & Time Interpretation (AU/NZ)
 - Strong understanding of payroll principles including overtime, allowances, leave, public holidays, and loadings.
 - Familiarity with legislation such as:
 - Fair Work Act & Modern Awards (AU)
 - NZ Holidays Act & Collective Agreements (NZ)
 - Contract & Award Interpretation
 - Ability to interpret employment agreements, EBAs, and awards, and translate them into system logic and templates.
 - Compliance Awareness
 - Knowledge of payroll-related compliance requirements and how changes in legislation or system functionality impact rule logic and templated rulesets.
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Professional Services Knowledge

- Implementation Project Lifecycle
 - Understanding of the stages of a client implementation (e.g., discovery, config, testing, go-live) and how rule builds support each phase.
 - Template Governance
 - Awareness of how template libraries support repeatability, reduce risk, and drive delivery efficiency.
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| 3. Experience | <div><div><div>✓</div><div>Essential Experience</div></div><div><div>Rules Engine Configuration</div><div><ul style="list-style-type: none">Hands-on experience building and maintaining configuration rules in a rules engine (ideally Ready Workforce or similar platform).Proven ability to troubleshoot and resolve logic errors and unintended outputs.</div></div><div><div>Payroll Implementation or Configuration</div><div><ul style="list-style-type: none">Experience interpreting employment contracts, awards, EBAs, or enterprise agreements and converting them into system logic.Working knowledge of payroll compliance and pay condition interpretation (AU/NZ context strongly preferred).</div></div><div><div>Template & Documentation Management</div><div><ul style="list-style-type: none">Experience creating, managing, and version-controlling reusable templates in both a product/system and a documentation tool (e.g. Confluence, SharePoint).</div></div><div><div>Project Delivery</div><div><ul style="list-style-type: none">Involvement in software implementation or configuration projects, ideally in a professional services, consulting, or SaaS environment.Able to manage multiple configuration workstreams while delivering to project timelines.</div></div><div><div>Stakeholder Collaboration</div><div><ul style="list-style-type: none">Demonstrated experience working cross-functionally with technical teams (Product/Dev), business teams (Consulting/Delivery), and compliance/legal advisors.</div></div></div> <div><div><div>💡</div><div>Preferred Experience</div></div><div><div>Ready Workforce Platform Experience</div><div><ul style="list-style-type: none">Familiarity with the Ready Workforce rules engine, contract configuration screens, and award setup process.</div></div><div><div>AU/NZ Payroll Compliance Knowledge</div><div><ul style="list-style-type: none">Understanding of NES, Fair Work, and NZ Holidays Act as they relate to interpreting award/agreement provisions.</div></div><div><div>Consultant Enablement or Training</div><div><ul style="list-style-type: none">Experience mentoring or supporting consultants or users to adopt templates, tools, or standard configuration approaches.</div></div><div><div>Continuous Improvement & Automation Projects</div><div><ul style="list-style-type: none">Participation in initiatives to standardise processes, automate configuration, or improve template reusability at scale.</div></div></div> |
| 4. OKRs | <div><div>Objective 1: Become the organisational expert in the Rules Engine</div><div><div>Key Results:</div><div><ol style="list-style-type: none">Complete advanced Rules Engine training and pass internal certification or peer-review checklist within 30 days.Resolve 90% of consultant-raised Rules Engine troubleshooting requests within 48 hours.Host at least 2 internal training sessions or drop-in clinics per quarter for consultants.</div></div></div> |



Objective 2: Maintain a best-in-class contract template library

Key Results:

1. Review and update 100% of existing Confluence and database templates within the first 90 days.
 2. Implement version control and naming standards for all template types by end of Q2.
 3. Conduct quarterly audits and achieve 100% compliance with documentation and naming conventions.
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Objective 3: Enable the consulting team to build and manage rules-based contracts efficiently

Key Results:

1. Deliver onboarding/training material for consultants on using rule templates within first 6 months.
 2. Reduce the number of custom-built rule sets by consultants by 30% by end of H1.
 3. Maintain at least 90% satisfaction rating from consultants via internal enablement feedback surveys.
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Objective 4: Ensure rule templates remain compliant with product and legislative changes

Key Results:

1. Work with Product to review and update all impacted templates within 2 weeks of every relevant product release.
 2. Document and apply changes to templates for at least 3 legislative or compliance updates annually.
 3. Maintain a changelog in Ready Workforce and Confluence with 100% traceability of template adjustments.
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Objective 5: Deliver high-quality rule builds for assigned client projects

Key Results:

1. Deliver 100% of assigned rule builds within project timelines and scope.
2. Achieve a defect rate below 5% in UAT across all rule builds.
3. Maintain an internal quality score of 90%+ based on peer review or testing checklist completion.