POSITION DESCRIPTION

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| **TITLE:** | **ER and Payroll Lead**  | **Position Number** | **2078** |
| Classification: | Level 7 |
| Department: | Corporate Services |
| Section: | HR and Safety |
| Reports to: | Manager HR Services  |
| Direct Reports:  | Payroll Officer/s |

**OUR VISION**

‘Darwin 2030 – City for People. City of Colour’.

**OUR MISSION**

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

**POSITION OBJECTIVE:**

To ensure City of Darwin is a high performing capital city valued by its community. The main objective of this role is to ensure the provision of high quality, compliant and best practice industrial relations advisory services and payroll processing services are delivered to City of Darwin internal stakeholders.

**KEY RESULT AREAS:**

**Corporate Identity**

* Promote and embody City of Darwin’s Vision and Mission
* Promote and embody City of Darwin’s staff values; CARES

**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity

* Act in accordance with and abide by the City Of Darwin’s Code of Conduct

**Service Delivery**

* **LEADERSHIP**
* Effectively lead and supervise the payroll team and associated functions to ensure timely and accurate payment of staff wages and entitlements.
* Take the lead as a subject matter expert in relation to industrial matters pertaining to the Enterprise Agreement and the Fair Work Act.
* Monitor and report on the performance of the payroll team service delivery, payroll and IR associated metrics and any other relevant reporting required for the section.
* Supervise the HR team in the absence of the Manager HR Services.
* Lead by example and adhere to all legislative, governance and organisational protocols at all times.
* Maintain sound working and productive relationships with all relevant external stakeholders, ensuring service levels are maintained in accordance with agreements as necessary.
* **INDUSTRIAL RELATIONS**
* Keep abreast of employment laws and regulations, award reviews and wage determinations and provide timely advice to Senior Management and the broader team regarding upcoming change.
* Take a lead role in providing industrial relations advice to key stakeholders in accordance with relevant legislation and appropriate risk mitigation strategies.
* Proactively assist with addressing potential breaches of industrial instruments or statutory entitlements and prevent industrial disputes.
* Assist with the preparation of responses to industrial disputes/claims and represent the employer as required.
* Take an active role in the negotiation, implementation and maintenance of the Enterprise Agreement.
* Actively case manage industrial disputes, grievances or claims ensuring appropriate processes are actioned, documents maintained and matters resolved in a timely and professional manner.
* Assist with review and maintenance of IR related documentation including but not limited to contracts of employment, contract amendments and variations.
* Ensure payroll procedures and business processes are maintained and assist with the development and review of other IR related policies, procedures and business process instructions as required.
* **PAYROLL**
* Supervise the organisation’s end to end payroll process and function in accordance with all compliance and record keeping requirements.
* Monitor changes in legislation and regulations in relation to payroll, adjust internal processes and advise key stakeholders accordingly.
* Assist with the review and implementation of improved and updated payroll software systems, processes and records management to ensure continuous improvement of our services.
* Undertake internal audits and facilitate external audits as required.
* Oversee and track payroll complaints and enquiries and ensure they are handled in an accurate and timely manner.
* Maintain and continue to develop the Employees Self Service facility.
* Ensure weekly, end of month and end of year processing is completed to standard and within agreed timeframes.
* Prepare and disperse monthly reports and payroll/IR analytics as requested.
* Maintain effective communications and liaisons with the Finance Section on all payroll related finance matters.
* **WORKPLACE RELATIONS**
* Provide timely and appropriate workplace relations advisory services to support a positive and fair workplace culture.
* Support broaden the capability of human resource management across City of Darwin through the provision of coaching and education to supervisors and managers.
* Actively undertake employee complaints and other case management as allocated.

**Human Resources**

* Lead, supervise and work professionally, cooperatively and respectfully within your team and other sections / departments to achieve section and organisational deliverables.
* Manage and comply with all City of Darwin Human Resource (HR) policies, procedures and guidance to ensure equality in people managed is maintained within the organisation.
* Lead and foster a "customer-first culture" approach to the delivery of human resource services and assistance to City of Darwin.
* Implement, coordinate and encourage the rotation of duties and cross training between team members to facilitate communication and business continuity in roles and responsibilities.

**Workplace Health and Safety**

* Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
* Comply with all City of Darwin Workplace Health and Safety (WHS) policies, procedures, guidance and other directed requirements.
* Lead and foster a "safety-first culture" approach to WHS practices, management, monitoring and reporting in the workplace.

**POSITION PREREQUISITES**

* Degree in Business and/or Human Resource Management or equivalent experience
* Minimum five (5) years’ experience in a HR role with an industrial relations focus
* Previous experience supervising the payroll function
* National Police Records Check
* Current C class drivers licence

**APPROVED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chief Financial Officer

**Employee Acknowledgement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council’s policies & procedures as they relate to my position.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SELECTION CRITERIA:**

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| SC1 | Meets the Positon requirement listed for the position (above)  |
| SC2 | Minimum of five years’ experience and detailed knowledge of contemporary workplace reform and industrial relations issues affecting a diverse organisation. This includes experience in providing high quality strategic and technical industrial advice to mitigate organisational risk including successful negotiation strategies with unions and experience in the Fair Work Commission and related processes. |
| SC3 | Diploma of Payroll Services or equivalent qualification/experience.  |
| SC4 | Highly developed consultation, negotiation, mediation and problem solving skills. |
| SC5 | Proven ability to manage a small team, work effectively with minimal supervision and manage conflicting priorities. |
| SC6 | High level of ICT literacy and competence with HRIS and payroll systems.  |