



## POSITION DESCRIPTION

# Payroll Supervisor



**Gladstone Ports  
Corporation**

Growth, prosperity, community.

## POSITION DESCRIPTION

### Payroll Supervisor

|                            |                            |
|----------------------------|----------------------------|
| <b>Position Number</b>     | <b>1020</b>                |
| <b>Position Status</b>     | <b>Permanent Full Time</b> |
| <b>Position Supervisor</b> | <b>Finance Manager</b>     |
| <b>Department</b>          | <b>Office of the CFO</b>   |

### Job Context

The Finance workgroup, as part of the Office of the CFO, provides professional, value-driven services to the whole of GPC in the areas of finance, information systems, and business analysis.

The payroll team is focused on the payment of wages and salaries to GPC employees ensuring these are made in accordance with our industrial instruments and auditing requirements.

### Job Purpose Statement

The position is responsible and accountable for coordinating, directing and controlling the delivery of full payroll services to all employees of the Gladstone Ports Corporation and its subsidiaries.

### Job Accountabilities

- Manage and supervise the activities of all payroll staff to ensure delivery of all payroll requirements;
- Manage and supervise the payroll workload to meet operational requirements and payroll delivery timeframes;
- Manage and supervise the payroll function to ensure payroll is processed in an accurate, compliant and timely manner;
- Coordinate and lead the delivery of compliance with statutory reporting and filing requirements;
- Communicate actively and effectively with all operating and supporting departments, in particular HR & finance functions in order to be aware of all cross departmental impacts and manage accordingly;
- Partner with HR department to ensure alignment with IR/HR issues, including EA issues and in order to implement a professional and sophisticated payroll processing system;
- Review and improve payroll policies and procedures as appropriate;
- Interpret new legislation impacting payroll and implement changes to processes to accommodate these as necessary;
- Manage and resolve issues relating to payroll processing;
- Oversee the administration of the Medical Reimbursement Scheme and Health & Wellbeing claims;
- Provide specialist advice and support to the Enterprise Bargaining negotiations;
- Provide project support and assistance as required within the financial area;
- Provide key support, advice, coordination and leadership in relation to the utilisation of the Aurion and Workforce Dimension system environments;
- Coordinate financial, health, safety and environmental responsibilities and functions in accordance with policies, accounting standards, applicable legislation and GPC's Finance Policy, rules and procedures;
- To instil the GPC values within the Payroll section through effective leadership and development by:
  - Using formal performance management systems to effectively review and reward workgroup and individual performance.
  - Ensuring appropriate skill level of the area by identifying gaps in the individuals Training and Development plans and providing appropriate resources for training.

- Developing a team based culture by continually communicating and promoting accountability to the team.
- Contribute to the development of the strategic direction for the GPC Financial functions by identifying and evaluating opportunities for significant improvement in the payroll team;
- Comply with all the Health, Safety and Environment management system requirements;
- Comply with GPC's Code of Conduct and lead by example GPC's values and guiding principles:  
**Growth, Prosperity, Community**  
Our values represent the essence of our organisation. They are deeply held convictions, priorities, and underlying assumptions that influence our attitudes, behaviours and shared beliefs – why we are here, what we stand for and what we will strive for “together”.
- Comply with GPC's policies, standards and procedures in the workplace.

## Decision Making Authority

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out the work of this role.
- With HR, Finance Manager and relevant departments, application of EA interpretations as they relate to the weekly payroll processing
- Approval of leave and majority of ancillary employee benefit requests for direct reports
- Make recommendations on Selection of team personnel
- Training priorities in line with skills matrices
- Organises staff training, arranges relief for staff on leave and addresses any procedural queries and problems encountered by staff in their day to day work

## Job Challenges & Impacts

- Ensure accuracy of all outgoing material to ensure that reports comply with the standards defined by the Finance Manager.
- Ensure that all deadlines (monthly/weekly/fortnightly) are met and payroll statistics are prepared.
- Compile and maintain all payroll documents to the relevant standard and requirements.
- Operate effectively in an environment where there are conflicting demands on resources and budgets.
- Establish and maintain relationships within GPC departments.

The role impacts the GPC payroll services:

- Pays processed in a timely manner (Primary).
- Pays processed accurately (Primary).
- Interpretation of EA/IR issues and obligations (Shared).
- Implementation and application of EA/IR issues and obligations (Primary).
- Non-compliance of financial documents (Shared).
- Budget for section (Shared).
- Internal and external auditor compliance (Shared).
- Timely and accurate completion of budgets and statement of corporate intent documents (Contributory).

## Key Relationships

### Internal

- Communication with Finance Manager as direct manager relationship regarding all facets of the payroll function operations.
- Interaction with team:
  - Supervise and manage daily workload to subordinates.
- Interaction with Accountants:
  - Wages, journals, reconciliations, costing and pay rates are presented for certification and processing as necessary.
- Communication with members of the Human Resources department:
  - To confirm the correct interpretation and Award conditions of employee entitlements. This position is often called upon to participate and provide advice on roster / working changes and the implications associated with any proposed changes to the payroll system.
- Liaises with GPC members:
  - Regarding queries on hours worked, payment issues and other pay office requirements.
- Communication with the Learning & Development and Health departments is required with regard to payments for training and Workers' Compensation activity.

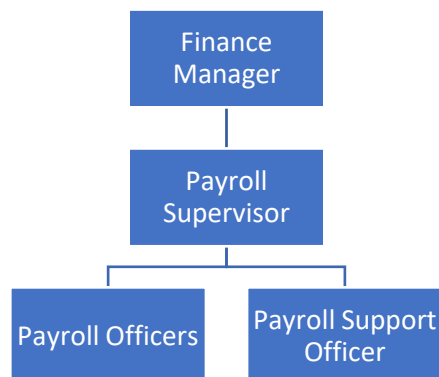
### External

- Contact is made with Financial Institutions, Government Departments, QSuper, Health Funds and Union Offices regarding information, e.g. Confirmation of personnel employment and earnings, employee refunds, superannuation details and union membership.

## Level of Supervision

Direction is provided on the tasks to be undertaken with latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.

## Organisation Chart



## Formal Qualifications

- Qualifications in a relevant discipline such as HR, accounting or business management is desirable.

## Selection Criteria

Candidates, please provide detailed examples of how you exhibit the experience, knowledge, and skills required for the position when preparing responses to the selection criteria. Please refer to our Job Applicant Guide for instructions on how to respond to the selection criteria.

| Competency                                   | Description   |
|--|---|
| 1. Leadership                                | <ul style="list-style-type: none"> <li>Strong leadership qualities as evidenced by the ability to build trust, focus on results, coach and develop others.</li> </ul>   |
| 2. Payroll system application and management | <ul style="list-style-type: none"> <li>Understands payroll system capability, functioning and automation processes. Able to articulate and educate other members on payroll system. Understands how to improve system effectiveness and identify system improvements. Identifies and addresses relevant payroll system issues.</li> </ul>   |
| 3. Payroll management                        | <ul style="list-style-type: none"> <li>Understands the GPC payroll management and application process. Compiles and records employee time and payroll data;</li> <li>Experience, knowledge and understanding of and the ability to interpret State, Federal and Internal Awards with relation to employee Award entitlements.</li> </ul>  |
| 4. Excel skills                              | <ul style="list-style-type: none"> <li>Exhibits a deep understanding of MS Excel functions and use. Designs, constructs and manipulates spread sheets. Applies advanced formulas and functions as required.</li> </ul>  |
| 5. Communication                             | <ul style="list-style-type: none"> <li>Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC;</li> <li>Demonstrated high level of interpersonal, verbal and written skills including the ability to liaise, influence and create positive relationships inside and outside GPC.</li> </ul> |
| 6. Modelling GPC Values & Guiding Principles | <ul style="list-style-type: none"> <li>Our values of Growth, Prosperity and Community underpin our behaviours in pursuit of becoming the most respected Port in the nation. Willingness to understand, demonstrate and encourage the values and behaviours of GPC.</li> </ul>   |