



POSITION DESCRIPTION

Payroll Officer



**Gladstone Ports
Corporation**

Growth, prosperity, community.

POSITION DESCRIPTION

Payroll Officer

Position Number	1323, 1552, 1553, 1554
Position Status	Permanent and Temporary Full Time
Position Supervisor	Payroll Supervisor (1020)
Department	Commercial

Job Context

Gladstone Ports Corporation Ltd (GPC) is a public company incorporated under the Corporations Act 2001 and is subject to the requirements of the Government Owned Corporations Act 2001 (GOC Act). Gladstone Marine Pilot Services Pty Ltd (GMPS) is a company incorporated under the Corporations Act 2001 and is also subject to the GOC Act as a wholly owned subsidiary of a GOC.

GPC's Payroll team is accountable for ensuring the accurate and timely processing of employee pays on a weekly, fortnightly and monthly basis.

Job Purpose Statement

The role is responsible and accountable for preparing, processing and maintaining pay and personnel records to ensure the prompt and accurate payment of wages/salaries and entitlements to all employees of the Gladstone Ports Corporation Limited (GPC).

Job Accountabilities

- Deliver outputs required by the payroll section on time and to specification:
 - Compile and process documentation including calculation and input of data around daily timesheets, leave, terminations.
 - Process pays in relation to Income Tax, Superannuation, Medical Refunds, Health and Wellbeing claims and miscellaneous deductions and contributions.
 - Be the first point of contact for many employees who have general enquiries or disputes involving payment of entitlements.
 - Understand and utilise the dedicated payroll software systems (Workforce Dimensions and Aurion) to fulfil payroll processing tasks.
- Maintain, review and continuously improve the day-to-day administration payroll processes;

Modelling GPC values and Code of Conduct

- Willingness to understand, demonstrate and live the GPC values;
- Comply with all the Health, Safety and Environment management system requirements;
- Comply with GPC's Code of Conduct and live by example GPC's values and code of conduct:
 - We respect and care for each other, country and community;
 - We operate with integrity and accountability;
 - We innovate to create sustainable solutions;
 - We collaborate to drive high performance.
- 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.

Job Challenges & Impacts

- Ensure accuracy of all outgoing material to ensure that reports comply with the standards defined by the Payroll Supervisor.
- Ensure that monthly deadlines are met and financial statistics are prepared.
- Compile and maintain all financial 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.

Key Relationships

Internal

- Communicates with the Payroll Supervisor and other Payroll Officers, on a daily basis.
- Liaises with Supervisors, Managers and the general workforce:
 - Regarding queries on hours worked, wage complaints, job coding, pay processing etc.
- Communication with the Human Resources team, specifically the Human Resources Specialists and Human Resources Operations Manager:
 - Required to confirm the correct interpretation and Award conditions and employee entitlements.

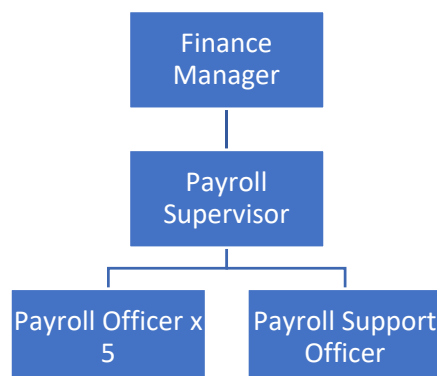
External

- Contact is made with Financial Institutions, Government Departments, 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

- Mandatory C class drivers licence;
- Maritime Security Identification Card (MSIC) or ability to obtain.

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. Payroll Administration	<ul style="list-style-type: none"> Understands payroll administration processes. Compiles and records employee time and payroll data; Understands how to compute employees' time worked and production as well as posting wages and deductions, or preparing pay records for checking.
2. Excel Skills	<ul style="list-style-type: none"> Exhibits a sound understanding of MS Excel functions and use. Designs, constructs and manipulates spread sheets. Applies basic formulas and functions as required.
3. Numeracy	<ul style="list-style-type: none"> Exhibits attention to detail through accuracy of data input, identification of anomalies and patterns, and ability to rectify.
4. Attributes	<ul style="list-style-type: none"> Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC; Safety Leader; Values driven and respectful; Well-developed judgment and decision-making capability; Customer and people centric; Strong leadership and coaching capability; Desire for continued personal and professional growth of self and supporting others.
5. Modelling GPC Values	<ul style="list-style-type: none"> Willingness to understand, demonstrate and live the GPC values.