



INFORMATION PACKAGE

POSITION VACANT

HR OFFICER – PAYROLL

REF NO: ESC604

CLOSING DATE: 4.30PM THURSDAY 26 MAY 2022

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Darryl Smith on 02 4474 1316.



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 7378.



Position Description

HR Officer – Payroll


Position Code	28
Division	People and Culture
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 2

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To provide a quality payroll service as part of the People & Culture team.

Main duties and key result areas (KRA)

1. Administer the payroll and associated functions for the organisation (including all tax/superannuation/other statutory/audit and reporting requirements).
KRA: Payroll and related functions administered accurately and within required timeframe.
2. Interpret the Award/s and related legislation for the purposes of clarifying and providing advice/guidance to staff and Supervisors/Managers on conditions of employment.
KRA: Interpretation is accurate, balanced and delivered effectively.
3. Liaise effectively with employee/employer associations, unions, and statutory authorities on Award provisions/condition matters.
KRA: Relationships and communication with external organisations and associations is conducive and effective.
4. Contribute to the review, update and development of payroll policies/procedures as required and contribute to systems development for payroll software.
KRA: Policies and documents are well written and based on appropriate research and consultation.
5. Maintain employee records both electronic and hardcopy as required including scanning/attachment of pay related communication to personnel files.
KRA: Employee records are maintained as current at all times.
6. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
7. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS policies and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Substantial experience and demonstrated competency in producing accurate and timely payroll satisfying all statutory, taxation and reporting requirements.
2. Proven ability to meet strict deadlines.
3. Knowledge of and experience in administrative processes and procedures including record keeping.
4. Highly organised with a capacity to multi-task in a busy environment while maintaining high levels of client and organisational confidentiality.
5. Highly developed communication skills, both written and oral, with the ability to liaise effectively with all levels within council and with external organisations.

6. Demonstrated ability to influence staff and managers, projecting credibility and sound knowledge in area of expertise.
7. Willingness and ability to follow EEO and diversity principles and practices.
8. Knowledge of, or the ability to quickly gain knowledge of, Councils WHS Policy and procedures.

Desirable

1. Knowledge of relevant Awards.
2. Previous experience in use of TechnologyOne Human Resources Management System.

Appointment to this role is dependent on an assessment of the results of a National Criminal History Record Check.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: HR & Payroll Systems Officer
DATE: May 2022

CONDITIONS OF EMPLOYMENT

Position Title:	HR Officer – Payroll
Reference Number:	ESC604
Grading:	Grade 12 of Council's salary system
Salary Range:	<p>In the range of \$2,905.27 to \$3,075.91 gross per fortnight comprised of:</p> <ul style="list-style-type: none"> * \$2,641.15 to \$2,796.28 base salary, plus * \$264.12 to \$279.63 superannuation (calculated at 10%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Full-time, 70 hours per fortnight. Office hours are:</p> <p>8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.



Leave Entitlements:

4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL
DIVISION CHART

