

Eurobodalla Shire Council Information Package

Position vacant: HR – Payroll Officer

Ref no: ESC968

Closing date: Sunday 5 May 2024 at 11:00pm

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Eurobodalla Shire Council
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Phone: 02 4474 7378
Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If you would like more information after reading this package,
please contact Sarah Biglia on 02 4474 1097.

Important information

Use our online application system to apply for this position. This can be accessed through the Vacant positions page of Council's website at www.esc.nsw.gov.au/jobs-at-council.

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 to demonstrate your knowledge and experience.
- 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 please contact Council's Recruitment team on 02 4474 7378.

Position description

HR – Payroll Officer

Position code:	28
Division:	People and Safety
Location:	Moruya Administration Office
Band/Grade:	Administrative / Technical / Trades Band 2 Level 2 / Grade 12

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



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 sources.

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 honest and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To provide quality payroll service and accurate data collection as part of the People and Safety team.

Main duties and key result areas (KRA):

1. Administer 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 with internal and external stakeholders on Award provisions/condition matters, payroll enquiries, timesheets, CiAnywhere pay related functions and general pay related items.
KRA: Relationships and communication with internal and external organisations and associations are conducive and effective. Advice given is timely and accurate with high customer satisfaction.
4. Collaborate with the People and Safety team in reviewing, updating, and developing HR and payroll policies/procedures as required, and contribute to systems development for payroll software (including regression testing).
KRA: Policies and documents are well written and based on appropriate research and consultation. System processes are tested and clearly documented.
5. Maintain employee records both electronic and hardcopy as required including scanning/attachment of pay related communication to personnel files.
KRA: Employee records are always maintained as current.
6. Build and maintain reporting tools to allow the efficient collection of information for ad hoc and quarterly and annual People and Safety reports.
KRA: Reporting tools are efficient and supply accurate data. Report data is delivered within required timeframes.
7. Follow Equal EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.

8. 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. Experience in provision of payroll services and application Award and industrial related conditions of employment.
2. Knowledge of and experience in administrative processes and procedures including record keeping.
3. Highly organised with a capacity to multitask in a busy environment while maintaining high levels of client and organisational confidentiality.
4. Ability to work effectively as part of a team in a busy high pressure environment.
5. High level technology skills across a range of programs including Microsoft Office.
6. Highly developed communication skills, both written and oral, with the ability to liaise effectively with employees in council and with external stakeholders.
7. Experience and/or familiarity with reporting from a HRMIS (Human Resources Management Information System).
8. Willingness and ability to follow EEO and diversity principles and practices.
9. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Experience in producing accurate and timely payroll satisfying all statutory, taxation and reporting requirements.
2. Knowledge of relevant Awards.
3. Previous experience in use of TechnologyOne Human Resources Management Information System.
4. Experience in developing reporting tools and collating data.

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

Supervisor:	Senior Payroll Officer
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Date:	April 2024
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Conditions of employment

Position title:	HR – Payroll Officer
Reference number:	ESC968
Grading:	Grade 12 of Council’s salary system
Salary range:	<p>In the range of \$81,507.08 to \$88,969.91 gross per annum comprising:</p> <ul style="list-style-type: none">• \$73,429.80 to \$80,153.07 base salary• \$8,077.28 to \$8,816.84 superannuation (calculated at 11%)
Award:	Local Government (State) Award 2023
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.
Hours of work:	<p>Full time, 70 hours per fortnight. Office hours are:</p> <p>8.30am to 4.30pm Monday to Friday</p> <p>Eurobodalla Shire Council 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:	<p>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.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>

Organisation chart

