

POSITION DESCRIPTION (NON SMT)

Position Title	Payroll Officer
Reference Number	RPPD117
Department	Human Resources
Position reports to	Human Resources Manager
Positions reporting to this role	N/A
Work Location and Travel	This position is located at Ravenhall Correctional Centre on 97 Riding Boundary Rd, Ravenhall, VIC 3023.
Organisational Overview	<p>Our goal is to deliver better corrections, and in doing so, create safer communities.</p> <p>We measure our success in delivering 'better corrections' in two ways: against our objective of being Australia's best provider of correctional services, as well as our ability to make these services better over time through innovation and continual improvement.</p> <p>We measure our success in delivering 'safer communities' through our ability to successfully reintegrate the prisoners we release, with corresponding reductions in their rate of reoffending.</p> <p>To reduce reoffending we apply the GEO Continuum of Care:</p> <ul style="list-style-type: none"> • We work not only in our correctional centres but continue our services out into the community to support our prisoners after release • We work not only with our prisoners but also with those critical to their rehabilitation and reintegration such as families, social networks and other service providers • We work not only during our prisoners' sentences but also afterwards as they leave the correctional system and return fully to their communities. <p>Our five values which deliver Better Corrections, Safer Communities are that we Partner, we Lead, we Deliver, we Measure and we Respond.</p>

<p>Operating Environment</p>	<p>Ravenhall Correctional Centre is located in Ravenhall, Victoria, 25 kilometres from Melbourne.</p> <p>Ravenhall is a 1000 (built for 1300) bed medium security prison for adult sentenced males. Its contemporary campus-style design reflects four accommodation communities with varying profiles: 1) induction and transition, 2) youth and indigenous, 3) challenging behaviours and more settled prisoners and 4) protection. Community accommodation is complimented by a further 75-bed Forensic Mental Health Unit, 25-bed Unit for prisoners with significant challenging behaviours, and a 25-bed Mission Unit designed to respond intensively and therapeutically to current community issues. In recognition of the importance of Continuum of Care, Ravenhall extends its presence into the community by providing ex-prisoners with access to post-release support at GEO's Community Reintegration Centre.</p> <p>Through investment in opportunities for prisoners to engage in work, education and programs, prisoners are not only held safely and securely but given every chance to turn their lives around. Issues behind much of the crime in our communities – such as violent attitudes, anti-social behaviours and the abuse of drugs and alcohol – are addressed through innovative programs and interventions. At the same time helping prisoners with day-to-day challenges such as gaining and holding down employment and finding a suitable place to live also help prevent a return to crime.</p> <p>Ravenhall's unprecedented emphasis on offender rehabilitation and reintegration is evidenced by a significantly sized team of clinicians, working in concert with a number of Victoria's most respected organisations including Forensicare, Correct Care, YMCA, Melbourne City Mission, Kangan Institute, and The Gathering Place. Together, Ravenhall provides an integrated service system that collaboratively brings about lasting positive change in the lives of prisoners pre- and post-release. Through these partnerships the objective of Safer Victorian Communities is achieved.</p>
<p>Position Summary</p>	<p>The Payroll Officer provides accurate and timely processing of the Centres payroll along with specialist advice on employee remuneration and entitlements.</p>

Job Profile

Key Role Accountabilities:

- Process fortnightly payroll and/or any other required special payroll involving manual checking of data imported from Kronos and applying required corrections.
- Maintain payroll system and data records for the Infinium payroll and Infinium personnel system, including employee master files, leave management, register maintenance, sickness and overtime reports, contracts, awards, employee records, and all other associated records in accordance with acceptable personnel practices and procedures and maintain strict confidentiality practices relating to same.
- Review rostering exceptions and rectify based on approvals and evidence of time worked.
- Interpret and provide appropriate guidance to all staff on salaries and related entitlements, leave and general conditions of employment in line with employment contracts, Enterprise Agreements, legislation, policies and procedures
- Undertake internal and statutory reporting and conduct fortnightly payroll audits to ensure accuracy of work, prior to authorisation by Finance & Administration.
- Perform administrative tasks relevant to key deliverables within the Human Resources team, including setting up new starter requirements and ensuring all personnel and human resources filing is carried out at regular intervals and personnel files are maintained to a high standard.
- Calculate, process and pay termination payments, annual leave, LSL provisions/accruals and other entitlements.
- Process salary increases, higher duties, expense claims, calculation of back pays, garnishee deductions, child support deductions, leave applications, checking entitlements, and input and processing of other relevant data.
- Provide access to payroll information to authorised staff as directed by line managers and senior management.
- Monitor all payroll records for the Centre staff and correct any errors that may occur in a timely fashion. Investigate omission and exceptions and obtain appropriate authorisation prior to updating data.
- Assist employees with enquiries in relation to their salary and/or leave entitlements and processing Personnel Action Change Forms. Ensure that the necessary approvals are received before entering employee details into payroll system.
- Ensure that all payments to and entitlements for employees are in line with the relevant legislation.
- Ensure all Sarbanes Oxley (SOX) and any other auditing requirements are met and in accordance with local and corporate policies.
- Update payroll processing procedures and manuals as required.
- Assist other functions within the Human Resources team as required to ensure an efficient service delivery model is achieved.

General Responsibilities as a GEO Non Senior Management Team Member:

- Ensure GEO's primary goal of reducing reoffending is at the core of everything you do.
- Inspire and motivate others, communicating professionally and assertively, working harmoniously as part of a multi-disciplinary team. Build and maintain effective professional relationships with internal and external stakeholders.
- Complete work in a timely and consistent manner and to a high quality standard in line with local and/or corporate policies, procedures and operating manuals.
- Have clear understanding of day to day deliverables.
- Complete all required training requirements within designated timeframes
- Maintain a satisfactory attendance record.
- Understand and ensure that the integrated management system described in the Governance, Risk and Compliance Manual (GRC) and Quality, Environmental, Safety (including Food Safety) Policies is complied with; and ensure any operational, quality, environmental, workplace safety or food safety non-conformance, incident or accident is immediately reported through the appropriate channels.
- Display high levels of integrity and honesty and adhere to GEO's HR2.01 Code of Conduct and Ethical Behaviour, as well as all other applicable policies and procedures.
- Invest in continuous self-development and the development of others.

Position requirements:

Key Selection Criteria

Essential:

- Demonstrated experience in computerised payroll procedures in an operating environment with a high degree of accuracy.
- Demonstrated experience with a variety of computer software applications, including spreadsheets and word processing.
- Demonstrated ability to work unsupervised in a high paced environment and meet strict deadlines.
- Demonstrated experience in a personnel environment and a high level of interpersonal skills.
- Demonstrated flexibility, team commitment, enthusiasm and a "can-do" attitude.
- Significant experience in the payroll administration function with a working understanding of Superannuation, Payroll tax, WorkCover monthly returns & Employment related legislation, enterprise agreement and award interpretation.
- High level attention to detail and proven ability to exercise judgment in organising and prioritising own work to achieve required outcomes.
- Demonstrated exceptional interpersonal, written and verbal communication skills, including the success in developing productive working relationships with Managers and Staff.
- Ability to resolve problems through the interpretation and application of established rules and processes.

	Desirable: <ul style="list-style-type: none"> Demonstrated experience using payroll time and attendance software (Infinium and Kronos).
Other Requirements of the Role	<ul style="list-style-type: none"> Ability to work within a correctional setting, which will involve direct contact with prisoners. Satisfactory completion of a National Criminal History Check and Probity Check. Ability to obtain and maintain a security clearance. Work outside of ordinary business hours may be required on occasion. Satisfactory completion of a pre-employment medical.

APPROVED BY	SIGNATURE	DATE
General Manager		
Relevant Director		
Director Employee and Industrial Relations		
Managing Director		

Employee Acceptance

I acknowledge that:

- Statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.
- I have read, understood and accepted the above position description and associated attachments.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐