

Position Description

CORPORATE INFORMATION

Position title	Officer – Payroll Support		
Directorate	Office of the CEO	Branch/Section/Unit	People and Organisational Development
Position number	1438	Level	3
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Senior Officer - Payroll		
Direct reports	NIL		
Indirect Reports	NIL		

SCOPE OF POSITION

Position Summary

To provide efficient and accurate execution of payroll support processes to Council and its employees through system maintenance, customer service, problem solving and reporting. In addition, actively contribute to continuous improvement activities.

Key Responsibilities of the Role

- Actively contribute to the successful completion of full payroll process in an accurate, confidential and timely manner including data entry (timesheets and leave forms), adjustments, maintenance of confidential personnel and payroll records from commencement to termination for all payments and changes to employee details.
- Compliance with relevant industrial instruments including Awards, Acts, Certified Agreement, legislation and procedures incorporating superannuation and tax.
- Maintain the integrity and accuracy of Councils electronic data.
- Provide a high level of customer service to internal and external customers by providing accurate information to external agencies such as Centrelink, Child Support Agency, Local Government Workcare and financial organisation's adhering to privacy legislation.
- Proactively contribute to continuous improvement strategies within the payroll function and the wider organisation.

Position Description

Mandatory Licence/Competency (Ticket) Requirements

NIL

Desirable Licence/Competency (Ticket) Requirements

Queensland 'C' Class driver's licence that is current and maintained.

Essential Knowledge/Skills/Qualifications Criteria

- Sound knowledge of payroll functions with an understanding of industrial awards, agreements, legislation and procedures.
- High level of computer skills with experience in data entry.
- Provide accurate and efficient payroll service in a medium to large sized organisation.
- Ability to work effectively in a team environment and to work under pressure whilst exercising judgment and to plan and prioritise work to achieve required outcomes, accept responsibility and work with limited supervision.

Desirable Knowledge/Skills/Qualifications Criteria

- Payroll specific experience within Local Government industry.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

OCPD1438

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Reviewed: 01/02/2018

Support Officer - Payroll

Position Description

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

Position Description

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.