

# Position Description

## CORPORATE INFORMATION

<b>Position title</b>	Officer Payroll		
<b>Directorate</b>	Corporate Services	<b>Branch/Section/Unit</b>	People and Organisational Development
<b>Position number</b>	1169	<b>Level</b>	4
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line manager</b>	Coordinator Payroll		
<b>Direct reports</b>	NIL		

## SCOPE OF POSITION

### Position Summary

To provide efficient and accurate execution of payroll 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 (time sheets and leave forms), adjustments, maintenance of confidential personnel and payroll records from commencement to termination for all payments and changes to employee details. Disbursement and reconciliation of pay, deductions, superannuation, etc. by electronic funds transfer.
- Compliance with relevant Industrial Awards, Acts, Certified Agreement, legislation and procedures including superannuation and tax.
- Maintain, calculate and pay employee and/or employer Superannuation entitlements in accordance with Superannuation legislation, rules and procedures.
- Review and update procedure and policies for payroll functions.
- Maintain the integrity of Councils electronic payroll data.
- Provide a high level of customer service to internal and external customers. Provide accurate information to external agencies such as Centrelink, Child Support Agency, LG Workcare and financial organisations adhering to privacy legislation.

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- Proactively contribute to continuous improvement strategies within payroll function and the wider organisation.

## Mandatory Licences/Competencies (Ticket) Requirements

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

## Essential Knowledge/Skills/Qualifications Criteria

- Sound knowledge of and experience in payroll functions with a demonstrated ability to apply and interpret industrial awards, agreements, legislation and procedures.
- Demonstrated ability to process, reconcile and report payroll functions.
- Provide an 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

- Certificate or equivalent in payroll or finance related discipline.

## Physical Requirements of the Position

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

Office staff:

- 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 (including weekends).
- Occasional local/state travel.

## 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

# Position Description

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

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

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

## Council's Values

**Accountability** – We are open, transparent and take responsibility for our actions.

**Communication** – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

**Customer Service Focused** – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

**Integrity** – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

**Teamwork and Collaboration** – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

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## 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.*