



POSITION DESCRIPTION

Position Title	Payroll Officer	
Directorate	Corporate	
Service	Finance	
Responsible to	Transaction Services Manager	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	IW0160 – IW0162	
Status	Full time	
Hours	35 hours per week	
Salary Point	22 to 37	Band/Level: 2/1
Pre-employment checks Legislative requirements	<input checked="" type="checkbox"/> Police Check	
Date reviewed: June 2022		Reviewed by: CFO

POSITION PURPOSE

This position is responsible for providing an efficient and effective payroll service to Council and ensuring high quality payroll management services and excellent customer service are provided to Council staff and management.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria:

1. Experience in payroll administration and working with a computerised payroll and HR information systems.
2. Good communication and customer service skills with the ability to maintain professional and respectful relationships with work colleagues and customers and handle a range of payroll enquiries.
3. Good numeracy, analytical and problem solving skills with high attention to detail.
4. Strong administrative skills with the ability to adapt to shifting priorities and competing deadlines.
5. Good computer literacy and data entry skills.

Desirable Criteria:

1. Experience in Finance One software.
2. Knowledge of employment provisions outlined in the Local Government (State) Award.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

General

- Assist in the processing of Council's payroll by providing data entry support (e.g. timesheet and leave entry, entering new starters, etc.).
- Assist in the preparation of periodic reports, including but not limited to workforce metrics and quarterly workforce reports.
- Provide payroll information and advice to staff.
- Process salary sacrifice payments.
- Support Team Leader Payroll and Senior Payroll Officer with any payroll related matters and projects.
- Maintain up-to-date knowledge of payroll related issues and relevant legislation.
- Perform other tasks as directed by Team Leaders and Managers

Customer Service

- Demonstrate a strong customer service focus in all dealings with internal and external customers.
- Ensure that enquiries and complaints are dealt with according to agreed timeframes.

Operational Effectiveness and Process Improvement

- Contribute to the review of processes and procedures to improve Council's performance.

Teamwork

- Assist team members to ensure completion of all required duties within scheduled time frames.
- Develop skills to permit coverage of all team functions, especially during periods of staff absence.
- Contribute to a workplace that is free of discrimination, harassment and bullying behaviours and where conflict is resolved productively.

KEY RELATIONSHIPS:

Internal: Human Resources including Work Health and Safety Unit
Members of Council's Leadership Team and general staff

External: External auditors in relation to the audit of annual financial accounts, internal controls and accounting policy
Office of Local Government
Local Government Super

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Payroll Officer** as detailed in this document.

Signature:

Date: /