

# Position description

## Payroll Services Coordinator

Division:	<b>Corporate Services</b>
Department:	<b>Finance</b>
Reports to:	<b>Financial Accountant</b>
Number of direct reports:	<b>3 - 4</b>
Location:	<b>Forster</b>
Grade:	<b>Grade 10 (MCC System)</b>
Employment status:	<b>Permanent Full-time</b>
Date approved:	<b>20 February 2020</b>

### Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Position Overview

Reporting to the Financial Accountant the Payroll Services Coordinator will lead the Payroll Services Section. The Coordinator is responsible for managing the Payroll function, including supervision of the team, to ensure the achievement of outcomes in line with organisational and departmental strategies, objectives, vision and values.

## Key Accountabilities & Duties

- Provide leadership and management of staff including supervision, coaching, development, work planning, performance management, change management and recruitment.
- Manage the operations of the Payroll Services Team to ensure that all Mid Coast Council employees are paid in a timely, accurate and complete manner.
- Ensure all obligations associated with the payment of employee superannuation, worker's compensation payments, taxation requirements and deduction processing are met in a timely, accurate and complete manner.
- Develop and maintain internal controls relevant to payroll processing and related functions.
- Establish and develop communication strategies to improve payroll systems and foster strong relationships in the promotion of excellence in the delivery of payroll services to all employees.
- Maintain expert knowledge of relevant awards, employment conditions, industrial agreements, superannuation requirements, salary sacrificing arrangements and taxation obligations to ensure effective and appropriate compliance.
- Provide systems expert advice on payroll policies, procedures and processes and identify areas for improvement and development.
- Promote change initiatives and coach and support team members through change processes.
- Contribute to the delivery of the Finance Department Operational Plan.
- Provide a high level of customer service to the community, internal stakeholders and other customers.
- Ensure compliance with relevant legislation and statutory requirements.
- Contribute to a culture of continuous improvement.
- Role model and encourage behaviours that align with Council's Organisational Values.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

## Key Internal Relationships

Who	Why
HR Department	To ensure an open and practical working relationship that supports efficient and effective application of employment conditions and processed.
All MCC Staff	To ensure effective two way communication in the processing and management of staff salaries and payments.

## Key External Relationships

Who	Why
Australian Taxation Office	To ensure timely and accurate compliance of rules and regulations
Superannuation Funds	To ensure employer and employee contributions comply and are processed in a timely and accurate manner

## Essential Requirements

1. Tertiary qualifications in a relevant discipline ideally at a Diploma level or above.
2. Extensive experience in the provision of payroll services within a large and complex organisation.
3. Comprehensive knowledge and understanding of relevant legislation, awards, industrial agreements, policies and procedures demonstrated by the ability to interpret and implement the appropriate provisions to a specific set of circumstances.
4. Extensive experience in the operation and maintenance of a computerised payroll / human resources system preferably with Technology One experience.
5. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
6. Current Class C Drivers Licence.

## Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

## Local Government Capability Framework

Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	<b>Community and Customer Focus</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Adept
 <b>Results</b>	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	<b>Deliver Results</b>	<b>Adept</b>
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Foundational
 <b>Workforce Leadership</b>	<b>Manage and Develop People</b>	<b>Adept</b>
	<b>Inspire Direction and Purpose</b>	<b>Adept</b>
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Adept

### ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:	Date:
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### HR USE ONLY

Is a Working with Children Check required for this position?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is a criminal record check required for this position?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>