

Position Profile

70003602 – Team Leader Payroll – People & Culture

About Council

The Sunshine Coast Council continues to take a lead role in shaping a prosperous future for our community through a vision to be Australia's most sustainable region – healthy, smart, creative.

Sunshine Coast Council is one of the largest local governments in Australia, serving a community of more than 346,000 residents across an area of approximately 2,291 square kilometres. Council's 2023-2027 Corporate Plan aims to deliver a smart economy, a strong community, a healthy environment, service excellence and an outstanding organisation. These objectives provide our community and our organisation with a line of sight to the programs, projects and services provided by council to residents, businesses and visitors across our region every day. Our employees' passion and commitment to the region and their willingness to go above and beyond, is what sets Sunshine Coast Council apart as a local government organisation.



Our Values

Everything council does is underpinned by its values, which define the culture of the organisation and the behaviours that shape our interaction with the community and each other. Our values are depicted below.



Our Corporate Plan Goals

1. **Our Strong Community** - Our communities are connected and thriving places where people are included, treated with respect and opportunities are available for all.
2. **Our Environment and Liveability** - Our natural assets, healthy environment and liveability credentials are maintained and enhanced.
3. **Our Resilient Economy** - Our resilient, high-value economy of choice drives business performance, investment and enduring employment.
4. **Our Service Excellence** - Our services are consistent and accessible and provide positive experiences for our customers and value to our community
5. **Our Outstanding Organisation** - Our organisation is high performing, innovative and community focused, marked by great people, good governance and regional leadership.

Position Summary

Position title	Team Leader Payroll		
Position number	70003602		
Reports to	People Services Lead		
Position type	Establishment		
Position Classification	Award Based - Queensland Local Government Industry Award (Stream A) – State 2017 – Level 5		
Group	Business Performance		
Branch	People & Culture		
Team	People Services		
Employment area	Sunshine Coast	Locations	Maroochydore
Team leadership/ supervision	Payroll Officers		
Internal liaison	Manager, Team Members, Group Executives, Councillors and other Council employees.		
External liaison	Other Government Departments, Local Governments Authorities, Private Agencies, members of the public		
Delegations	As per Council's Delegations of Authority relating to financial, administrative, human resource management, Workplace Health & Safety (WH&S) and environmental management responsibilities.		
Date last reviewed	12 February 2024		

Key Responsibilities

- Lead and develop a highly-trained, motivated and efficient team with a strong customer focus, actively contributing to the success of People & Culture's service delivery.
- Administer the fortnightly payroll functions to ensure an accurate and timely pay of all Council staff and other entities as required, eg The Events Centre.
- Guide the Payroll Team in Award and Certified Agreement interpretations, salary sacrifice and superannuation assistance ensuring a professional customer service is provided to internal and external customers.
- Investigate complex pay anomalies, conduct calculations for special work agreements and instigate problem resolutions to meet business payroll needs.
- In collaborations with the HR Business Systems team, maintain council's systems accordingly, ensuring relevant legislation and policies and procedures are adhered to by Council.
- Prepare government returns, questionnaires and other documentation relating to employees and payroll to comply with Government and legislative directives.
- Ensure year end processing is managed effectively.

- Prepare routine and complex employee termination/separation payments including Separation Certificates and ad hoc Single Touch Payroll statements.
- Liaise, respond and deliver on requests from both internal and external auditors for payroll related data, reports and information.
- Liaise, assist and work with internal Finance team with reporting, validating for payroll related data and information.
- As directed, formulate and present reports covering a wide range of HR/Payroll statistics pertaining to the organisation e.g. workforce planning reports, remuneration planning.
- Actively participate in departmental and organisational projects and corporate planning activities.
- In conjunction with other HR officers, develop and maintain operational guidelines and work instructions for Payroll functions staff to ensure the provision of quality service.
- Responsible for the compliant capture and secure use of public records in line with Sunshine Coast Council Records Management Policy during the conduct of daily business.
- Participate in the development of a healthy and safe workplace. Embracing initiatives, information and training and incorporating safety into all daily activities. Demonstrate safe work behaviours, abiding by procedures, identifying and reporting hazards, and contributing to all aspects of a safe workplace culture.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

Key Requirements

Mandatory Requirements / Experience

- Certificate IV in Payroll Administration or other relevant field and/or equivalent relevant experience.
- Substantial relevant payroll experience using a Human Resource Information System within a medium to large organisation.
- Demonstrated leadership skills to act as a senior member of a team, empowering, coaching and developing other staff.
- Substantial knowledge and experience working with the relevant legislation, policies, procedures and standards relevant to the area of work.
- Strong analytical and problem solving skills with the ability to diagnose and initiate solutions.
- Highly developed communication and interpersonal skills with the ability to communicate persuasively, engage in active listening, consult with a wide range of people at all levels of the Council, foster collaboration, cooperation and facilitate small work groups.
- Sound business acumen including the ability to prepare professional business communication such as reports, presentations and project, planning and policy documents with demonstrated ability to operate effectively with relevant business technologies including mobile devices, Microsoft office suite and other online or electronic systems, applications and corporate reporting programs.
- Satisfactory completion of a criminal history check.

Desirable Requirements / Experience

- Current "C" Class licence.
- Experience using Success Factors/Sap and/or Dayforce timesheet and attendance.

Corporate Requirements

- Commitment to the agreed Sunshine Coast Council values and behaviours
- Compliance and adherence to Code of Conduct
- Participation in Performance Review and Planning
- Availability to work across council work locations
- Commitment to the Work Safe : Live Well 7 Safety Essentials

Be fit for work ▪ Look after yourself and others ▪ Manage risk - if it's not safe don't do it ▪
Follow procedures and instructions ▪ Check all plant & equipment and be competent in its use ▪
Use and maintain correct PPE ▪ Report all hazards, incidents and near misses.
