



## POSITION DESCRIPTION

<b>TITLE:</b>	Payroll & Human Resources Officer
<b>CLASSIFICATION:</b>	Band 2 Level 3
<b>REPORTS TO:</b>	Human Resources Manager
<b>DIRECT REPORTS:</b>	NIL
<b>DATE REVIEWED:</b>	November 2021

***This is not a static document. Management reserves the right to review and amend this position description in consultation with the position holder from time to time as the need arises.***

### JOB SUMMARY

Timely and accurate management of Council's fortnightly payroll processes, including superannuation and taxation compliance, with a continuous improvement approach to streamline processes.

Coordinate the management and implementation of Council's Learning Management System, monitoring employee compliance training requirements and assisting with the organisation of training in accordance with the annual training plan and changing operational requirements.

Provide administrative assistance to the Human Resources department, including recruitment, employee engagement, performance reviews, injury management, policy reviews, and general correspondence.

### COUNCIL'S CORE VALUES

Council staff are committed to delivering value to our community by aligning to our core values of Accountability, Communication, Effective Leadership, Integrity and Teamwork. The abbreviated mantra "**ACE IT**" represents who we are as an organisation, these core values are the guiding principles for how we carry out our duties and interact with our community.

<b>Accountability</b>	<b>Communication</b>	<b>Effective Leadership</b>	<b>Integrity</b>	<b>Team Work</b>
We are responsible for our actions, our behaviour and the satisfactory completion of allocated tasks	We communicate openly and respectfully, sharing timely and appropriate information with others	We lead by positive example, embodying all of Council's agreed Values	We are consistently honest, transparent, ethical and fair, regardless of the situation	We work collaboratively to achieve shared goals for Council and the community

### ORGANISATIONAL RELATIONSHIPS



## **SPECIFIC ACCOUNTABILITIES**

### **PAYROLL**

- Manage and deliver the end-to-end payroll process in an accurate and timely manner in accordance with Council policies, procedures, Local Government (State) Award and relevant payroll, taxation, and superannuation legislation.
- Interpret and process fortnightly timesheets for all Council staff in accordance with the various industrial Awards.
- Manage and control the payroll management system, including employee self-service, employee master files, rostering, time and attendance, and award interpretation.
- Prepare and distribute fortnightly and monthly payroll reports to the Executive Management team.
- Maintain up to date, concise instructions and procedures that clearly articulate the complete payroll process.
- Assist employees with resolving payroll related enquiries with a strong customer focus, also ensuring that management are appropriately informed of their legislative responsibilities.
- Identify and report on non-compliance and/or concerns in accordance with Council policies, corporate practices and procedures, Local Government (State) Award and relevant payroll, taxation, and superannuation legislation.
- Calculate and process a variety of complex payroll transactions including back pays and terminations in accordance with relevant Awards, agreements, contracts, and legislation.
- Reconcile and process the monthly superannuation contributions for staff through the clearing house in accordance with relevant legislation, including managing incoming and outgoing member details.
- Ensure the timely and accurate completion of end of month and end of year processes.
- Provide exceptional customer service and support in relation to all payroll matters.
- Keep abreast of changes to Awards, industrial legislation, taxation, and superannuation laws, ensuring they are correctly interpreted and implemented and communicated effectively with required stakeholders.
- Ensure Council complies with their statutory reporting requirements including (but not limited) to Australian Taxation Officer, Superannuation Guarantee, Single Touch Payroll, and Payroll Tax legislation.
- Ensure compliance with Council's record management process for payroll related documentation.
- Maintain strict confidentiality of all employee related matters including securing sensitive information.
- Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, professionalism, equity, and fairness.
- Actively participate in ongoing professional development and training programs.
- Attend meetings as required and actively contribute through shared observations and the sharing of new ideas.

### **HUMAN RESOURCES**

- Act as Return-to-Work Coordinator when required, assisting the WHS Advisor in the management of new and existing claims, rehabilitation and return to work programs to ensure a safe and effective recovery at work where possible.
- Manage the learning management system to ensure training records for each employee are accurately maintained.
- Assist with the development of Council's annual training plan in accordance with the Local Government Award, providing assistance to Supervisor and Managers to determine the training needs of their teams.
- Coordinate staff training in accordance with training plans, operational requirements, and legislation.
- Assist the Manager with the coordination of recruitment services including reviewing position descriptions, advertising vacancies, shortlisting candidates, arranging, and conducting interviews, pre-employment screening, and the preparation of appointment documentation.
- Support the delivery of Council inductions and the onboarding process.
- Adopt a friendly and professional approach, demonstrating adaptability to change with a positive attitude.
- Provide general administration assistance across the department.

### **WORK, HEALTH AND SAFETY**

- Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.
- Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others.

- Report any potential hazards, incidents, or injuries to Supervisor and WHS Adviser within 48 hours.
- Participate in any applicable WHS consultation arrangements.
- Complying with any Return-to-Work Plan if injured and support rehabilitation in the workplace.
- Correctly use all personal protective equipment.
- Comply with emergency and evacuation procedures and site rules if applicable.
- Report all identified hazards, accidents/incidents and near misses to manager/supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
- Correctly use all personal protective equipment.
- Comply with emergency and evacuation procedures and site rules if applicable.

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## GENERAL

- Actively share information and knowledge with relevant staff.
- Deliver the accountabilities and meet milestones, performance targets and service levels within your role.
- Comply with the plans, policies, and procedures of Council and the service.
- Ensure accurate records are maintained in Council's corporate records management system as appropriate.
- Ensure timely attention to and reporting of matters requiring corrective action.
- Actively liaise with other Council staff, work collaboratively across the organisation, and contribute to a positive workplace culture.
- Contribute to a positive work environment within the team, business unit, and the workplace.
- Foster a culture of high performance, supporting others to deliver operational objectives.
- Undertake relevant training to improve performance of the individual, the organisation, and to meet mandatory and/or compliance requirements.
- When responding to customer enquiries both verbally and in writing, ensure that the information provided is accurate and in accordance with Council's policies, guidelines, and relevant legislation inclusive of the Privacy Act.
- Exhibit Council's core values in all that you do and say, demonstrating behaviours that are above the line and setting a positive example that inspires staff around you to do the same.
- Any other duties as requested by Council within the skills and experience of the jobholder.

## SELECTION CRITERIA

### ESSENTIAL CRITERIA

- Tertiary qualifications in Business, Human Resources or similar relevant vocation combined with considerable experience in the end-to-end payroll function within a medium to large organisation (preferably Local Government)
- Demonstrated experience with the interpretation of awards and other industrial instruments
- Comprehensive knowledge across Microsoft Office applications with highly developed data entry skills
- Effective time management skills, including but not limited to, working independently, managing competing priorities, setting, and meeting deadlines and organising own workload with minimal supervision
- Well-developed organisational skills with the ability and willingness to adapt within a team environment of fluctuating workloads and changing priorities in order to meet operational outcomes
- Outstanding interpersonal skills, professional courtesy, tact, and diplomacy, including the ability to effectively communicate, provide technical advice, and negotiate with both internal and external stakeholders
- High level attention to details with the proven ability to independently research, think analytically and plan work with the problem-solving skills to apply your knowledge and experience to develop potential options and recommendations for resolution
- Proven competency in preparing detailed correspondence, reports, and complex documentation that require original sentence and paragraph construction, wording, and formatting
- Class C Drivers Licence
- Knowledge of and commitment to the principles of workplace health and safety (WHS)

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## DESIRABLE CRITERIA

- Knowledge and/or previous working experience in a Local Government environment.
- Demonstrated knowledge of and experience in Injury Management

## CONDITIONS OF EMPLOYMENT

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### SALARY

The position has been evaluated as Band 2 Level 3 in accordance with the NSW Local Government (State) Award.

### HOURS

Full time administration staff work 35 hours each week. The spread of hours are worked over a 9-day period, Monday to Sunday. The current standard working hours are 8.00am – 4.30pm with a 43-minute unpaid lunch break (7.78 hours each day).

Some variation in work hours may be required from time to time to ensure efficient undertaking of the position. Additional hours worked are generally recognised in the form of 'time off in lieu' rather than payment of overtime.

### PRE-EMPLOYMENT SCREENING

Prior to commencement of employment with Council it may be necessary to undergo the following pre-employment screening (at Council's expense):

- Medical examination, which includes drug and alcohol testing
- National Police Check
- Psychometric testing including cognitive ability and behavioural profiling
- Reference checking

### EMPLOYEE ACCEPTANCE

This section verifies that the position holder has read the above position description and accepts the role and associated responsibilities contained within this document. The position holder agrees to work cooperatively under Council's policies and procedures including work health and safety, equal employment opportunity and code of conduct.

<b>NAME</b>			
<b>SIGNATURE</b>		<b>DATE</b>	