SENIOR PAYROLL OFFICER

POSITION PROFILE

Division	Corporate Support	**Status**	Permanent, 35 hours/week
Unit	Financial Services	**Salary Grade**	Grade 10
Reports to	Payroll Coordinator	**Reviewed**	August 2021

POSITION PURPOSE

The Senior Payroll Officer will:

- Work hands on with the end-to-end payroll functions and processes, providing a fortnightly payroll service to the organisation.

- Accurately update payroll data in the payroll system, showing all necessary information (e.g., names, titles, rosters, times, rates, etc.) and creating, verifying and processing transactions regarding staff commencements, occupancies, payroll, leave, workers' compensation, and terminations, to ensure accurate recording of data and compliance with appropriate Awards, Agreements, legislation and organisational processes.

- Answer routine payroll questions or collecting factual data in order to provide answers and resolve queries from, and provide accurate and consistent advice to, managers and staff on conditions of service, entitlements, and policy according to relevant Awards, Acts and Agreements, including salary, leave, allowances, deductions and superannuation.

- Provide oversight and compliance assurance across the payroll landscape, building and maintaining a suite of compliance reports to mitigate any potential risk and issues.

- Assist with processing month end and year end functions associated with payroll.

- Assist with the management of the Payroll System maintenance, workflow and security.

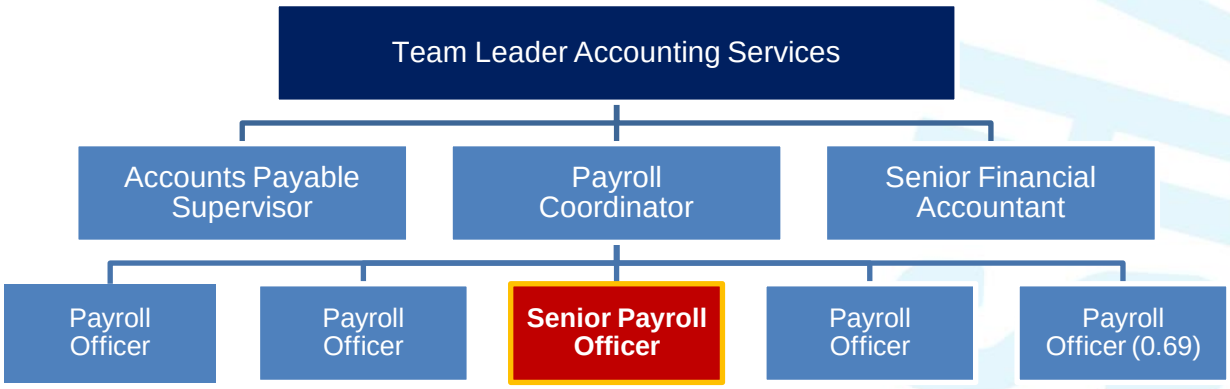
- In conjunction with the Payroll Coordinator, partner with business stakeholders to identify key payroll initiatives, outline specific data needs and execute solutions to business problems, using data analysis and advanced analytics, to meet the business requirements and drive impact.

- Provide project management support on Payroll related projects and support the Payroll Coordinator with HR/Payroll system upgrades and testing.

- Facilitate the capture and transfer of corporate knowledge from within the Payroll group.

- Any other duties as directed.

TEAM STRUCTURE



SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	• You will have a tertiary qualification in payroll administration, human resource management, accounting, or any other related discipline and/or demonstrated extensive payroll experience.
Experience or skills	Essential	▪ You will have demonstrated experience in a payroll function of a large and complex organisation. ▪ You will have proven analytical skills with an ability to undertake complex analyses, generate insights and provide objective points of view. ▪ You will have time management and organisational skills, with the ability to work under pressure, and be well organised and meet deadlines. ▪ You will have a proven ability to operate within a changing environment and make constructive decisions. ▪ You will have strong emotional intelligence and a proven ability to work collaboratively and foster effective relationships with people at all levels both internally and externally. ▪ You will have the necessary hardware, technology and connectivity to work effectively from home or remotely as part of Council's Business Continuity Plan.
	Desirable	▪ You may have demonstrated experience with the Aurion HR/Payroll system.

CORE CAPABILITIES

Attributes	
	▪ **Decision making**: Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them. ▪ **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them ▪ **Critical thinking**: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ **Communication skills**: able to articulate complex and technical matters in simple terms. ▪ **People skills**: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. **Team focussed**: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues

OUR VALUES

Behaviours	
	▪ **Collaborate** - *We are a united team. We work together to deliver great outcomes for our community.* ▪ **Achieve** - *We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community.* ▪ **Respect** – *We communicate openly, act with integrity and are inclusive.* ▪ **Evolve** – *We look for opportunities and embrace change, championing new ideas, and celebrating solutions.*

CORPORATE OBLIGATIONS

Employees	There are no direct reports to this position.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate.
Customer Focus	Championing an exceptional customer experience and evaluating customer satisfaction in order to continually improve service delivery.

Payroll has been deemed a business critical function as part of Councils Business Continuity Plan (BCP). The incumbent of role must have the necessary hardware, technology and connectivity to work effectively from home or remotely should the BCP be activated.