



# Position Description

## Payroll and HR Administration Officer

Date: March 2024

Division: General Manager's Office

<b>Position title:</b>	Payroll and HR Administration Officer
<b>Classification:</b>	Grade 4 - Band 2 Level 2 of the Local Government (State) Award
<b>Reports to:</b>	Senior Human Resources Officer
<b>Direct reports:</b>	Nil
<b>Liaison:</b>	Internal – All council staff and Management. External – Superannuation Funds and Government departments.
<b>Position purpose:</b>	This position has responsibility for the efficient processing of Council's payroll on a fortnightly basis in addition to providing professional administrative support to the Human Resources Department.
<p>All activities comply with all Work Health and Safety legislation, policies and procedures.</p> <p>This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.</p> <p>All staff are expected to demonstrate behaviours that align with Council's core values, Code of Conduct, Work, Health and Safety and Equal Employment Opportunity Principles.</p>	

## 1. Organisational Commitment

Employees are required to work in a manner that is consistent with legislative requirements and the Uralla Shire Council mission, values and customer service.

Mission: Uralla Shire Council listens to and facilitates the aspirations of the community.

Values:	Unity	We succeed as a team with integrity and accountability Indicators: no dishonesty; mistakes are identified and corrected.
	Safety	Keeping our people and community safe Indicators: Hazard reporting is high; incident occurrence is low.
	Commitment to Service	We use resources efficiently in an equitable manner Indicators: Council service is fair, tailored and within resources.

Council service principles:	Respect	<i>All people are equal</i>
	Accountability	<i>In the interest of the community</i>
	Honesty	<i>We act on facts</i>
	Efficiency	<i>Value-for-money use of resources</i>
	Equity	<i>We are genuinely fair</i>
	Communication	<i>We are clear and concise</i>

Accordingly all employees are to demonstrate the following inherent requirements:

- **Professionalism, Integrity & Ethics**– display a high level of effort and commitment to work performance, exercise reasonable skills and diligence, adhere to Council and industry standards and codes of ethics, and demonstrate trustworthiness and responsible behavior.
- **Teamwork** - encourage and facilitate cooperation, pride, trust, and group identity; foster commitment and team spirit; work cooperatively with others to achieve required outcomes.
- **Customer Service** - work and communicate with the general public, internal and external customers to provide information and quality services targeted to meet customer expectations.

## 2. Responsibilities, Competencies and Accountabilities

### Core Responsibilities

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- Process fortnightly and adhoc payroll in accordance with relevant awards, agreements, employment contracts and other legislation.
- Respond promptly to payroll enquiries and provide support to management and staff on payroll related matters.
- Reconcile general ledger and clearing accounts relevant to the payroll function monthly and year end.
- Conduct regular balancing of Council's leave registers for Annual, Personal and Long Service Leave. Complete the annual employee leave entitlement (ELE) register for audit purposes.
- Administration and maintenance of payroll associated employee records, including but not limited to; the hierarchy structure, superannuation, deductions, leave records, redundancy, and terminations.
- Process all superannuation payments monthly, as well as annual declarations for superannuation as required.
- Recommend improvements to policies, procedures and systems used to prepare payroll related information and maintain associated documents and forms.
- Prepare reports as required, including providing termination and back pay calculations.
- Preparation of Workers Compensation documentation i.e. Pre Injury Average Weekly Earnings (PIAWE) Declarations, Wage Reimbursement schedules and annual Workers Compensation declaration.
- Provide administration support across functions of Human Resources, including Work, Health and Safety
- Administer records, forms, templates relating to human resources and maintain privacy, confidentiality, and integrity.
- Assist in the preparation of human resource reporting requirement, including Executive and Management reports and internal committees

### Key Tasks

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As per those determined in the annual divisional review and within the essence of the positions core responsibilities, (as set out above), notwithstanding the need to review and alter the list in response to operational changes, workloads and staff development on an on-going basis. Where it is required that tasks need to be added/removed this will be clearly communicated to the incumbent.

### Competencies and Accountability

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The incumbent will be required to have competencies and accountability relevant to the position in-line with those set out in the Local Government Award for Band 2 Level 2.

### Performance Measures

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As per those set out in the annual performance assessment. Performance measures are determined giving consideration to the desired corporate objectives of the organisation as set out in Corporate Service Plans and the broader community services delivery outcomes as detailed in Council's Operational Plan and Delivery Program.

## Delegation of Authority

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Delegations of Authority are detailed under a separate official delegation instrument through the General Manager and are reviewed annually.

The freedom to act and make decisions is governed by clear objectives and budgets with frequent prior consultation with management and a regular reporting mechanism to adhere to objectives and budgets.

### 3. Terms and Conditions of Employment

#### Required personal attributes and qualities

- Leadership – The ability to demonstrate and provide leadership in the long term interests of the organisation.
- Understanding and acceptance of a change culture – The ability to embrace a continual change position and readily look to seek out and implement new initiatives for the betterment of the community and for the long term sustainability of Council's operations.
- Relationships – The ability to build effective and productive relationships within internal and external stakeholders.
- Commitment, attitude and application to duties – The ability to apply an appropriate level of commitment, attitude and application to duties which will result in measurable outputs and results against identified performance indicators.
- Professionalism – The ability to participate and contribute as a team member in a manner which is supportive and professional, including being respectful of differences of opinion, whilst maintaining the ability to accept the final determination.
- Cooperation and cohesion – The ability to maintain cooperation and cohesion when undertaking all duties in an environment where leadership is provided and professional standards are observed.
- Positive and proactive – The ability to maintain a positive and proactive disposition in times of contradiction and challenge to one's professional and ethical position.
- Practical and common sense approach – The ability to apply a practical and common sense approach to problem solving and to look for innovative solutions.
- Ethics, integrity and values – to always display ethical behaviour, integrity and values that reflect personal conduct beyond reproach.

#### Corporate Accountabilities

- Comply with all legislative requirements of the role.
- Personal and professional behavior is consistent with the values outlined in the Model Code of Conduct for Local Councils in NSW and the Uralla Shire Council Workplace Standards of Conduct.
- Adhere to Council plans, policies, protocols and (as required) actively document and revise procedures so they remain current and relevant.
- Store and maintain corporate records in Councils electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimize exposures to risk.

- Dress appropriately for the role, including wearing an appropriate uniform if required.

#### **Perform as a Team Member**

- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.
- Undertake an annual performance assessment and contribute to the development of annual work and training plans.

#### **Customer Service Responsibilities**

- Comply with Council's Customer Service Charter and Standards.
- Be accessible and provide customers with clear and accurate information.
- Communicate with customers in a professional and courteous manner.
- Maintain a proactive flow of information with customers.
- Manage customer enquiries, complaints and record keeping within required timeframes.
- Maintain a high standard of personal hygiene and grooming.

#### **Work Health and Safety Responsibilities**

- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in the development and review of Risk Assessments.
- Report all incidents and near misses.
- Comply with the return to work program.

#### **EEO and Anti-discrimination Responsibilities**

- Adhere to all legislation and follow all protocols and procedures.
- Act to prevent workplace harassment or discrimination and report any known incidents.

## 4. Selection Criteria

### Required qualifications and licences

Qualifications and/or relevant experience in finance, business or human resources or payroll

Current National Police History Check Report, or ability to obtain.

Australian Class C Drivers licence.

### Essential Criteria

Previous experience in payroll administration and working with payroll/human resource information systems or demonstrated ability to acquire required skills and knowledge.

Demonstrated ability to interpret Awards and relevant legislation, policies and procedures.

Demonstrated administrative, organisational and planning skills, with the ability to work effectively under pressure in a deadline driven environment.

Intermediate to advanced skills in the use and application of the Microsoft suite of products (in particular Excel).

### Desirable Criteria:

Previous Local Government experience.

Working knowledge of the Local Government (State) Award, Local Government Aged, Disability and Home Care (State) Award and Nursing Homes, &c., Nurses' (State) Award.

## 5. Acknowledgment

I have received and read the position description as detailed above.

Signature: .....

Date: .....

Name: .....

Key tasks, performance measures and delegations of authority documents will be provided by your supervisor.

***Please note- Position Descriptions are reviewed to maintain currency and may need to be altered from time to time. Any changes will only occur following consultation with the incumbent and will reflect the organisational requirements at the time.***