

POSITION DESCRIPTION



Finance and Employee Services
University Services

Payroll Officer

POSITION NUMBER:	0023873
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PCS 4 - \$63,707 - \$67,613 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	<p>Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</p> <p>Indigenous applicants are encouraged to apply.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Name: Aman Chopra Tel +61 3 9035 9698 Email aman.chopra@unimelb.edu.au</p> <p><i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

FINANCE AND EMPLOYEE SERVICES

Finance and Employee services delivers fit for purpose, cost effective, transactional and expert Finance, HR and OH&S services for the University.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

The Payroll Services Team provides payroll, compliance, reconciliation and superannuation services for the University, covering general payroll operations and the delivery and production of three large and complex payrolls (fortnightly, casual and scholarships) in addition to supplementary weekly ad hoc payrolls. The Team also provides payroll bureau services for a number of non-University entities.

The Team has 12 team members and the Payroll Services Officer reports to Payroll Co-ordinator The Officer is the first point of advice and guidance for local HR and Service Desk staff delivering a range of operational payroll, production, service support and process advice. Guidance and complex case management payroll support is also provided to local HR staff and University Services.

The University operates on an Oracle Enterprise System (Themis) which supports the documentation management of Human Resources, Finance and Research.

Reporting line: Payroll Co-ordinator

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: n/a

Key Dimensions and Responsibilities:

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Support the establishment of a shared services culture.
- Ensure accurate and timely processing of payroll transactions
- Process high volume and complex payroll transactions including allowances, loadings, novated leasing, salary packaging items and deductions
- Provide advice on payroll processes ensuring excellent customer service timely follow up and appropriate escalation to specialist or senior staff
- Calculation of payroll transactions including processing of termination payments and calculation of overpayments, underpayments and back pays
- Provide on line Payroll Advisory Services and Assistance on a rotational basis ensuring excellent customer service by the provision of advice, timely follow up and appropriate escalation to specialist staff.
- Assist and provide advice to Faculty HR Staff on payroll practices and processes
- Record, log and monitor queries/calls using the Service Now System ensuring that enquiries are resolved or escalated as appropriate
- Contribute to process improvement by participating in a range of payroll and service delivery reform activities

Selection Criteria:

Education/Qualifications

A combination of payroll services experience in a payroll officer role with a large organisation and appropriate relevant training or educational qualifications.

Knowledge and skills:

1. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

- 2 Strong Numeracy skills and Excellent attention to detail
- 3 Demonstrated interpersonal and communication skills both verbal and written, appropriate for dealing with a diverse client base
- 4 Demonstrated organisational skills and the ability to work to priorities
- 5 Strong computer skills, including word processing, excel and payroll applications
- 6 Up to date knowledge of contemporary payroll, taxation and superannuation legislation
- 7 Ability to communicate, both orally and in writing, in a clear and concise manner
- 8 Ability to meet deadline and identify/deal with payroll queries and deliver quality customer service and adapt to change
- 9 Ability to work independently and as part of a team

Other job related information:

The Payroll Officer may be required, with notice, to work outside standard hours when running individual payrolls. Payroll Officer is expected to be multi-skilled in all areas of payroll processing/superannuation based on a thorough knowledge of policies and procedures as related to payroll and an understanding of their impact. Strict attention to the maintenance of confidentiality is paramount due to the sensitive nature of information being administered. In addition, strict adherence to a quality customer service ethic is a requirement of this position. The role involves dealing with diverse range of individuals across the University and it is essential that there is a sensitive and supportive approach to maintaining key relationships.