

<b>Position Title:</b>	Purchasing and Payroll Officer
<b>Classification:</b>	Senior Staff Grade 7
<b>Business Unit:</b>	Glen Eira Leisure
<b>Reports to:</b>	Innovation and Administration Coordinator
<b>Approved by:</b>	Director Sustainability, Assets and Leisure
<b>Reviewed:</b>	February 2026

## 1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Jewish Holocaust museum and much more.

## 2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

### Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

### 2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Sustainability, Assets and Leisure;

# Position Description

- Customer and Corporate Affairs;
- Planning and Place;
- Community Wellbeing

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

### 3. Position Purpose and Background

The Purchasing and Payroll Officer is responsible for arranging payroll in preparation for Council's Payroll Team, processing invoices, managing procurement processes and administration support for Glen Eira Leisure.

### 4. Working Relationships

Reports to:	Innovation and Administration Coordinator
Internal liaisons:	General Manager GEL, Business Operations Manager, Business Services Manager, Innovation and Administration team, all GEL Coordinators and Team Leaders, all GEL Team members, Council's Finance Department and other staff working across Council.
External liaisons:	Contractors, suppliers and the general community

### 5. Key Responsibilities

- Prepare payroll and auditing of any payroll issues in assistance with GEL Coordinators and Team Leaders.
- Raise purchase orders and process invoices for GEL teams using the procurement and finance systems within given time frames to ensure the prompt payment of accounts.
- Maintain confidentiality of information about clients, staff and all others associated with the facility.
- Support GEL Team Leaders and Coordinators with accuracy and diligence with the payroll processes.
- Ensure quality control of all timesheets and provide accurate communication to Council's payroll department.
- Prepare correspondence for communicating to all levels of the organisation.
- Working in collaboration with Council's Procurement and Contracts team to ensure accuracy of invoicing, quote processes, tenders and ensure policies and processes are followed.
- To complete quotation and tender processes for GEL, ensuring adequate availability of suppliers in line with council policy.
- Management and administration of vendors including setup, contracts, and insurances
- To collect data and prepare reports relating to the role.
- **Management of office and staff room kitchen supplies across all sites, including ordering, restocking and maintaining appropriate inventory levels.**

#### 5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.

# Position Description

- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

## 5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Purchasing and Payroll Officer:

- The Purchasing and Payroll Officer is directly accountable to the Innovation and Administration Coordinator.
- The position has the freedom to act is limited to established standards procedures and Enterprise Agreement encompassed by the nature of the work, however, has scope to exercise discretion in the application of established standards and procedures.
- Provide accurate, up to date information to management, staff and service users.
- Responsible for the accuracy of payroll, purchasing and procurement advice, data and recording of relevant auditing information.
- Accurate and timely preparation of GEL payroll for Council's Payroll team.

## 5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Purchasing and Payroll Officer:

- The incumbent is expected to exercise judgement in applying established procedures and practices to the day-to-day coordination and implementation of payroll processing and in evaluating and recommending improvements in collaboration with the Innovation and Administration Coordinator and the relevant Finance Department Coordinator.
- Extensive knowledge of appropriate pay awards and timely application of entitlements to employees in accordance with the Enterprise Agreement.
- The nature of the work will require the use of problem solving skills and the ability to adapt knowledge and experience to new situations.
- Ability to provide payroll, procurement and finance system assistance and coaching to staff that will require sound knowledge.
- Guidance and advice are usually available within time to make a choice.

## 5.4 Management Skills

The following describes managerial skills required by the Purchasing and Payroll Officer:

# Position Description

- Skills in managing time, setting priorities, planning, and organising one's own work to meet objectives within prescribed time frames; and liaising with other employees so as to achieve specific objectives in the most efficient way.
- Demonstrated financial management skills
- The ability to write clear and concise reports
- Ability to educate and train others on systems, policies and processes.
- Proven ability to work independently and use initiative to solve problems
- Work as part of the broader organisation to build an organisational culture that supports Council's values and continuously improves organisational effectiveness.
- Demonstrated ability to develop options and resolution to problems within short timeframes and available resources.
- Demonstrated willingness to share knowledge and build capability.
- Demonstrated skills in managing diverse workloads and meeting deadlines despite conflicting pressures

## 5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Purchasing and Payroll Officer:

- Ability to handle sensitive issues of confidential nature with tact and professionalism
- Ability in building relationships with key stakeholders across an organisation.
- Highly developed oral and written communication skills and an ability to convey information to different audiences.
- Commitment to quality and customer service delivery and in collaboration with others to achieve shared goals.
- Ability to work as a part of a team, and gain co-operation from staff, clients and external stakeholders
- Commitment to very high standards of honesty and integrity and a willingness to take personal responsibility for performance.
- Capability for decision making and to articulate reasons for decisions.

## 5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Purchasing and Payroll Officer:

- Understanding of how this role relates to the wider organisation, and knowledge of roles and functions that senior employees to whom this role may support
- Proficient skills in payroll computer systems, including payroll software and time and attendance systems.
- The ability to understand procurement and finance processes and relevant legislation
- Knowledge of budget processes and techniques
- Knowledge of the purchase ordering processes -
- Sound customer service skills
- Sound knowledge of relevant payroll, finance and procurement software solutions.
- Demonstrated ability to deliver process improvements and create efficiencies using tools such as Power BI, Microsoft Automate and advanced Excel.

## 5.7 Qualifications and Experience:

- Experience in payroll, purchasing and/or procurement function.
- Experience interpreting Awards, Enterprise Agreements, Acts and/or Regulations.
- Possess excellent organisational and communication skills.
- Experience educating and training others on systems, policies and processes.
- High level of organisation and time management skills under the pressures of deadlines.
- Employee Working with Children Check

## 6. Performance Review

The Purchasing and Payroll Officer will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Purchasing and Payroll Officer may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

## 7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Demonstrated skills in managing diverse workloads and meeting deadlines despite conflicting pressures.
- Extensive knowledge of content of appropriate pay awards and timely application of entitlements to employees in accordance with the Enterprise Agreement.
- The ability to understand procurement processes and relevant legislation
- Excellent communication skills, both written and verbal.

## 8. Other Information

- Position is subject to the satisfactory completion of Police Records Check and Employee Working with Children Check.
- The position is primarily located at Carnegie Memorial Swimming Pool and Glen Eira Sports and Aquatic Centre, however the incumbent may be required to travel to other GEL and Council facilities or offices from time to time.
- Glen Eira has embraced a hybrid work model which includes the ability to work from home part-time, subject to team and operational requirements.