PAYROLL COMPLIANCE SPECIALIST

DEPARTMENT/UNIT   People Operations

FACULTY/DIVISION  Monash HR

CLASSIFICATION    HEW Level 8

DESIGNATED CAMPUS OR LOCATION  211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

At Monash, work feels different. There’s a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Portfolio of the Chief Operating Officer and Senior Vice-President is responsible for the University’s administrative portfolio, which includes the majority of the University’s internal and infrastructure support services and the link between the University and associated organisations. The portfolio ensures the effective integration of people, buildings and technology to support the University’s objectives.

This position is located within Monash HR. We are forward thinkers in staff engagement and organisational performance, providing best-practice workforce management expertise and Human
Resources services and solutions. We operate under the ethos of OneHR with values of integrity, collaboration, innovation and excellence, to support the University’s people and processes now and into the future.

POSITION PURPOSE

The Payroll Compliance Specialist is responsible for delivering a range of quality measures to support the delivery of the Quality Assurance (QA) Program. The program is designed to achieve compliance in pay and benefits for academic and professional staff, in response to known sector issues. This includes defining, overseeing and communicating quality requirements for processes, procedures and business outcomes.

The position also supports the strengthening of capability and embedding best practice quality systems within the University by influencing approaches and work practices and encouraging the adoption of recognised models.

Reporting Line: The position reports to Director, People Operations under broad direction, working with a degree of autonomy

Supervisory Responsibilities: Not Applicable

Financial Delegation: Not Applicable

Budgetary Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Contribute to Payroll specific objectives of the Quality Assurance (QA) Program and directly support the QA program by coordinating the resolution of new enquiries regarding pay inaccuracies.

2. Develop a quality control framework to manage the end to end process of pay reviews within the QA Program, including clear channels of communication with Workplace Relations regarding employees pay and entitlements.

3. Manage and coordinate quality application change across various platforms including planning and conducting compliance audits, coordinating testing and acceptance activities, controlling, updating and implementing revised processes and undertaking evaluation to ensure stakeholder and organisational requirements and priorities have been met.

4. Develop and maintain strong partnerships with external and internal stakeholders, other relevant business units and functional areas/

5. Provide expert, specialist advice and/or training to relevant stakeholders within the area of specialisation to ensure program objectives are achieved

6. Collaborate with identified areas to develop and implement robust processes in response to recommendations made by the QA Program, including facilitating training and development as needed.

7. Promote a work environment prioritising quality, continuous review and improvement of business practices, operational processes and service provision.

8. Manage and oversee risk, compliance and quality assurance processes, including regular monitoring and reporting in accordance with University and legislative requirements.
9. Assist with developing training and education for payroll staff relevant to findings and to ensure accuracy in payroll processing.

10. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

The appointee will have:
- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- extensive experience and management expertise in HR or payroll; or an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

- Experience integrating quality assurance frameworks to ensure execution of strategic initiatives aligns with compliance obligations, while achieving critical business requirements and a thorough understanding of workforce management systems and operational complexity in a higher education context
- Substantial consulting experience including the ability to undertake the provision of expert advice, engage with senior management, influence and negotiate with a variety of stakeholders
- Highly developed planning and organisational skills, with experience establishing priorities and meeting deadlines
- Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
- Excellent written and verbal interpersonal communication skills with the ability to provide authoritative advice and effectively communicate and present complex information
- Advanced computer literacy, particularly with current business management software packages and their various application capabilities
- Extensive experience in meeting legislative requirements in payroll contexts, centered around enterprise agreements and award management, tax and employment law
- Strong understanding of the application of employment laws and regulations in a large and complex organisation

Other Job Related Information

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check
GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.