



# POSITION DESCRIPTION

Australian Broadcasting Corporation

| Label           | Description                                       |
|-----------------|---|
| Position Title: | PAYROLL & SYSTEMS SPECIALIST                      |
| Position no:    | 50069730  |
| Team:           | [People & Culture]                                |
| Department:     | Payroll Services                                  |
| Location:       | Collinswood                                       |
| Reports to:     | PAYROLL SERVICES & OPERATIONS MANAGER<br>50059526 |
| Classification: | Administrative/Professional                       |
| Schedule:       | [Schedule A]                                      |
| Roster cycle    | [Non-Rostered]                                    |
| Band/level:     | [Band 6]  |
| HR Endorsement: | 17/10/2024  |

## Purpose

Provide high level support in the coordination and completion of efficient, accurate and timely payroll processing and related functions.

## Key Accountabilities

- Provide specialist functional system and process support for payroll systems and for payroll continuous improvement projects.
- Under limited direction, provide specialist functional system and process support for Payroll systems and processes, and advice to resolve generally complex payroll, rostering, superannuation, workers compensation and entitlements matters.
- Regularly calculate and process generally complex payroll transactions, reconciliations and adjustments, including related to rostering and time recording, pay run processing, ATO reporting, superannuation, workers compensation and maintaining the organisational hierarchy.
- Regularly provide specialist advice and solutions to managers, employees and the People & Culture team to resolve generally complex payroll matters and to ensure compliance and a consistent and accurate application of enterprise agreements and payroll practices, policies and procedures.

- Provide specialist and advanced support, advice and training to business areas in relation the consistent and accurate application of payroll practices, policies, procedures and in the use of payroll systems.
- Maintain an excellent understanding of the ABC's employer obligations under the Australian workplace relations system and an advanced and professional understanding in the ABC's policies, procedures and practices that support compliance with these obligations.
- Monitor, review and evaluate systems and payroll practices, processes and service delivery to ensure compliance with employer obligations. Assess effectiveness of activities and report on and make recommendations for improvements.
- Contribute to the design and implementation of new and/or updated processes and procedures to increase operational efficiency.
- Develop and maintain liaison with external parties in relation to payroll processing and related functions.
- Provide development and delivery of training activities to assist in the training and development of Payroll Services team members.
- Actively build and maintain strong relationships with internal/external clients to meet customer service standards and to promote the adoption and consistent application of payroll procedures and practices.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

## Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications or demonstrated equivalent skills, knowledge and experience.
2. Advanced expertise and considerable experience in payroll (preferably using SAP) with sound technical payroll knowledge and well-developed understanding of payroll practices, transactions, processes and procedures.
3. Demonstrated experience in contributing to solutions for complex enterprise agreements and award entitlements in Payroll and HR information systems.
4. Demonstrated experience and knowledge in providing functional support for payroll systems including for UKG Pro Workforce Management system in a payroll context.
5. Demonstrated experience in project coordination of Payroll continuous improvement projects.
6. Advanced understanding of the Australian workplace relations system and sources of employer and personal obligations in relation to payroll.
7. Considerable ability to understand the configuration and application of complex enterprise agreement and award entitlements in payroll systems.
8. Advanced understanding of and experience in interpreting and applying award, enterprise agreement and legislative conditions in relation to payroll.
9. Advanced research skills and the ability and knowledge to source information accurately using a wide range of sources, contacts and documents to resolve complex problems and queries.
10. Advanced analytical skills with the ability to logically evaluate information; identify important issues and reach sound conclusions.

11. Excellent computer skills and experience with performing complex calculations using Microsoft Excel.
12. Advanced communication and interpersonal skills with the ability to prepare and present complex information and reports clearly and accurately.
13. Advanced organisational skills with the ability to work effectively under pressure to achieve agreed outcomes in the specified timelines.
14. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
15. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
16. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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