Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Payroll Advisor</th>
<th>HEW Level:</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Office:</td>
<td>Human Resources</td>
<td>Position Number:</td>
<td>TBA</td>
</tr>
<tr>
<td>Department/Team:</td>
<td>Payroll</td>
<td>Last Updated By:</td>
<td>Melissa Mesiti</td>
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<tr>
<td></td>
<td></td>
<td>Date:</td>
<td>February 2016</td>
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Position Purpose: To support the delivery of an efficient and effective payroll and remuneration service for the University.

ORGANISATIONAL CONTEXT

Human Resources provides support and advice to all academic and professional staff relating to the attraction, selection, performance, development and remuneration of the University's workforce. It also oversees the development of its leadership and management and ensures the University complies with relevant workforce legislation.

The Payroll team manages and provides specialist advice on the University's payroll and superannuation policies, systems and processes.

They work in close consultation with the HR Client Relationships and HR specialist teams, including Recruitment, Employee Relations, Health and Safety, and Organisation and Staff Development to ensure optimal advice and service delivery, implement initiatives and programs aimed at improving HR service and/or meeting specific organisational needs, goals and strategies.

ORGANISATION CHART

```
Group Manager, Payroll Operations
  |
  v
Assistant Payroll Manager
  |
  v
Payroll Assistant
  v
Payroll Officer x 2
  v
Payroll Advisor x 4
  v
Superannuation Team
```
<table>
<thead>
<tr>
<th>KEY ACCOUNTABILITIES</th>
<th>POSITION SCOPE</th>
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<tbody>
<tr>
<td>• Provide advice and guidance to all staff on leave, payroll and superannuation</td>
<td>Number of Faculty/Office Staff: 56</td>
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<td>policy, systems, processes and procedures.</td>
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<tr>
<td>• Respond to and resolve leave, payroll and superannuation queries from staff or</td>
<td>Number of Department/Team Staff: 11</td>
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<td>escalate as required.</td>
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<tr>
<td>• Establish, review and update employee information in the HR system to maintain the</td>
<td>Reports to: Group Manager, Payroll Operations.</td>
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<tr>
<td>accuracy and integrity of the data.</td>
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<tr>
<td>• Coordinate the fortnightly payroll process to ensure payments are accurate and</td>
<td>Positions Reporting to: N/A</td>
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<tr>
<td>legislative and policy requirements are met.</td>
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<tr>
<td>• Build and maintain relationships with internal and external stakeholders.</td>
<td>Key Clients: Staff across the University and staff</td>
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<tr>
<td>• Contribute to end of month and end of year processing and reporting requirements.</td>
<td>employed by other entities of the University</td>
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<tr>
<td>• Contribute to the identification and implementation of improvements to the payroll</td>
<td>Relationships: Other staff in the payroll team and</td>
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<tr>
<td>systems, processes and procedures with the aim of increasing efficiency and</td>
<td>in the HR team. Relevant Government agencies and</td>
</tr>
<tr>
<td>accuracy.</td>
<td>external service providers.</td>
</tr>
<tr>
<td>• Comply with relevant EEO and WHS regulations.</td>
<td>Budget Responsibility: N/A</td>
</tr>
<tr>
<td>• Perform any other duties as required and as appropriate for the incumbent’s level</td>
<td>Role specific conditions: Criminal History Check</td>
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<tr>
<td>of competence.</td>
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Judgement, Independence & Problem Solving: The incumbent uses their knowledge and experience to identify and implement improvements to established faculty/office systems, processes and procedures.
### CAPABILITY FRAMEWORK*

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES Clusters of behaviours required for successful performance.</th>
<th>ATTRIBUTES Personal qualities related to successful performance.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
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<tr>
<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<tr>
<td><strong>Communication:</strong> Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
</tr>
<tr>
<td><strong>Service Focus:</strong> Making students, staff, key contacts and their needs a priority.</td>
<td><strong>Initiative:</strong> Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
</tr>
<tr>
<td><strong>Analysis and Judgement:</strong> Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
</tr>
<tr>
<td><strong>Improvement Focus:</strong> Finding better ways of completing tasks or solving problems.</td>
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<tr>
<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
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</tr>
<tr>
<td>FUNDAMENTAL KNOWLEDGE</td>
<td>Technical and/or professional skills and information needed from day one for successful performance.</td>
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<tr>
<td></td>
<td>• Qualification in related discipline and/or equivalent experience</td>
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<td></td>
<td>• Computer skills including Microsoft Office.</td>
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<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th>Practical experiences and exposure to specific environments or activities related to successful performance.</th>
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<tbody>
<tr>
<td></td>
<td>• Working in customer service</td>
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<td></td>
<td>• Working with payroll and/or HR systems.</td>
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<td></td>
<td>• Providing service and support on HR administration, payroll and superannuation matters.</td>
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<td></td>
<td>• Coordinating payroll processing.</td>
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<td></td>
<td>• Working as part of a team.</td>
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</table>

<table>
<thead>
<tr>
<th>ROLE-SPECIFIC KNOWLEDGE</th>
<th>Technical and/or professional skills and knowledge to be developed within the first three to six months for successful performance.</th>
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<tbody>
<tr>
<td></td>
<td>• Knowledge of HR’s functions and structure.</td>
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<tr>
<td></td>
<td>• Knowledge of HR’s policies, systems, processes and procedures.</td>
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<td></td>
<td>• Knowledge of payroll, taxation and superannuation legislation.</td>
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<table>
<thead>
<tr>
<th>ORGANISATIONAL KNOWLEDGE</th>
<th>Organisational and/or professional skills and information to be developed within the first three to six months for successful performance.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Knowledge of University policies, systems, processes and procedures and how to adapt these at the faculty/office level.</td>
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<td></td>
<td>• Knowledge of what other areas of the University do and how they interact with the faculty/office.</td>
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