**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch | 26/03/2024 |

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| **POSITION DETAILS** |  |
| **Position Title:** | **Payroll & Benefits Officer** |
| **Position Number:** | 00001480 |
| **Classification:** | HEO5 |
| **Faculty/Division:** | University Operations |
| **School/Branch:** | Human Resources |
| **Reports to (position title):** | Team Leader, Payroll |
| **Delegations:** | N/A |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability * Some out of hours work may be required |
| **Significant Working Relationships:** | * Manager, HR Services * Senior Payroll Officers * Team Leader, HR Operations * Team Leader, HR Service Centre * Recruitment and Appointments Team * HR Systems and Operations Support Team Human Resources Advisory & Workplace Relations Team * UniSuper |

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| **POSITION SUMMARY** |
| The HR Branch is contained within the Division of University Operations and serves a client base of approximately 8,000 staff and 2,700 titleholders, across all campuses of the University.  The aspiration of HR is to partner with the University to enable and support a culture of high engagement, commitment and performance by staff through relevant policies and frameworks; context-specific capability development and coaching; and efficient, timely, consistent and fit for purpose advice and services across the full scope of Human Resources functions.  The HR Services portfolio consists of a HR Shared Services team and two centres of excellence focused on Remuneration and Immigration & Mobility. The HR Shared Services team is responsible for all HR operational activities from appointment and onboarding through until offboarding and separations. The team is responsible for managing the development and enhancements of the HR Systems in collaboration with ITDS, in line with the Technology Plan. The Shared Services team comprises of Payroll, HR Operations and Compliance Support.  The HR Operations & Systems team is responsible for the framework and governance processes / protocols to meet payroll and superannuation compliance requirements on behalf of the University. It delivers payroll, superannuation and employee processing, and provides payroll related advice, options modelling and process support around payroll & benefits activities, including maternity leave options. The HR Operations team also provides HR analytics and reporting, HR systems user support and process improvement as well as HR systems access management, prioritisation of functional enhancements and maintenance of HR Systems.  Working under general direction, the Payroll & Benefits Officer is responsible for the provision of client-focussed HR  administration and payroll, superannuation and processing services. Additionally, this role is responsible for the maintenance  and integrity of data in the Human Resources Information System (HRIS).  The Payroll & Benefits Officer is responsible for providing timely, and accurate advice in respect of employee entitlements. This role is responsible for the provision of services associated with the employee lifecycle including payroll, superannuation, overtime calculations, termination payments, leave processing PAYG and testing.  The role requires close working relationships with other key roles and teams across the Human Resources branch. |

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| **KEY RESPONSIBILITIES** | |
| Payroll, Superannuation and employee lifecycle Services | * Prepare complex payroll data input and assist with checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity. * Provide a responsive and accurate payroll advisory service, assist in identifying payroll errors and implement corrective action including providing communication within the payroll team to ensure data integrity is maintained. * Ensuring that all legislative requirements are complied with in the delivery of the payroll and leave services, particularly with respect to taxation and superannuation payments. * Follow HR Operations procedures related to this position to ensure compliance and audit requirements are met. * Ensure work instructions are maintained, reviewed, updated and communicated to enable consistent procedures to support strong internal controls and ensure best payroll practices. * Ensure accurate and timely processing of records relating to superannuation data and contributions to relevant funds. * Ensure all statutory legislative requirements and quality assurance standards are met * Build and maintain relationships with HR Operations team to ensure accuracy of superannuation information |
| Effective Stakeholder Engagement | * Respond to client enquiries within agreed client service standards providing a high quality service. * Provide general employee entitlement, payroll and superannuation advice on the range of services ensuring client enquiries are responded to within the agreed customer service standards. * Escalate to the Team Leader potential or impending peaks/troughs in workload to enable the Team Leader to reorganise the workload to maintain timely and accurate delivery of Payroll services to the University. * Support team to achieve individual and team objectives |
| Business Process Improvements | * Drive improvements to payroll systems and administration using a customer focused approach, taking into account organisational priorities, legislative and other relevant requirements. * Actively support University and HR Branch strategic objectives and change initiatives. * Provide support to HR projects as directed by the Manager, HR Services |
| Other reasonable duties commensurate with classification level. | |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * N/A |

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| **CAPABILITIES AND BEHAVIOURS** |
| The Capability Dictionary is located at: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf>.  The manager needs to identify those capabilities and behaviours relevant for the position and ensure the staff member reads and understands the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**  *Essential*   * Demonstrated experience in delivering professional HR, Payroll and Superannuation administration and the use of Human Resource Information Systems (HRIS) * Proven analytical and problem-solving skills in providing advice and solutions to customers and stakeholders. * Extensive experience gained within a complex business environment. * Demonstrated experience in the interpretation of workplace agreements, and HR policies, procedures and guidelines. * Demonstrated, high level interpersonal skills and a demonstrated commitment to provide excellent customer service in a large complex environment. * Demonstrated ability to work effectively under pressure with competing priorities and deadlines.   *Desirable*   * Experience in the use of PeopleSoft in respect of Payroll, Employee Benefits and Leave * Understanding of the Industrial landscape in the Higher Education sector   **Qualification/s:**   * An equivalent combination of relevant experience and/or education or training. |