**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch | 2/7/2024 |

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| **POSITION DETAILS** |  |
| **Position Title:** | **Senior Payroll & Benefits Officer** |
| **Position Number:** | 00002001 |
| **Classification:** | HEO6 |
| **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:** | * HR Executive & Leadership Teams * HR Services Teams * HR Centres of Excellence * Faculty and Division Business Managers * Information, Technology & Digital Services (ITDS) * HR Advisory and Workplace Relations * Finance * Australian Taxation Office * State Revenue Offices |

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| **POSITION SUMMARY** |
| The HR Branch is contained within the Division of University Operations and serves a client base of approx. 8,000 staff across all locations of the University.  The aspiration of HR is to partner with the business to enable and support staff to build a culture of high engagement, commitment and performance through relevant frameworks; context specific capability development that helps staff to learn and grow; and efficient, timely and fit for purpose services across the full scope of Human Resources functions.  The HR Services portfolio consists of a HR Operations team, Payroll team and three centers of excellence focused on Remuneration, Immigration & Mobility and Quality and Compliance. The HR Services team is responsible for all HR operational activities from appointment and onboarding through to offboarding and separations.  Working under general direction, the Senior Payroll Officer is responsible for the provision of client-focussed HR Administration and Superannuation and the maintenance and integrity of data in the Human Resources Information System (HRIS). A key function of the role is to deliver efficient and timely end to end payroll services for the University. The Senior Payroll Officer is also responsible for providing timely and accurate client service and advice in respect of employee entitlements, the University’s workplace agreement, policies, procedures and payroll and superannuation processes. Other responsibilities include but are not limited to, payroll processing and checking including salary, superannuation, overtime, termination payments, quotes, leave processing, PAYG, single touch payroll, reports and testing.  The Senior Payroll Officer acts as an escalation point for the team in resolving queries and provides support to the Team Leader in managing deadlines, fluctuating workloads, and competing priorities. The role involves a close working relationship across the Human Resource branch, Finance and Procurement and Information Technology and Digital Services. |

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| **KEY RESPONSIBILITIES** | |
| Delivery of the end-to-end Payroll Function to the University | * Maintain the delivery of an accurate fortnightly payroll service by validating payroll data and calculations, as well as providing effective payroll and employee related benefit services for the University. * Identify and follow-up on payroll anomalies such as under/overpayments. Ensure all registers are kept up to date Follow up with ITDS on any system issues and test solutions once completed. * Manage complex and competing payroll function demands with multiple stakeholders whilst meeting customer expectations. * Coach, mentor and develop the payroll team and monitor the processing work to ensure accurate and correct information is entered into the payroll system. * Develop and maintain currency of knowledge in the areas of best practice payroll functions. Ensure all work performed complies with EA, legislation and audit requirements including international payroll. * Prepare payroll financial year end processing, ensuring compliance with all legislative and statutory obligations through processing and preparation of returns, related reports and other documents. * Provide expert advice and information to the HR Advisory team relating to termination payments and estimates. Support the HR Service Centre (HRSC) team with the processing and coordination of salary payments. * Collaborate with the Remuneration team and provide support for payroll requirements as needed. * Maintain confidentiality of payroll data. |
| Effective Stakeholder Management and Partnering Relationships | * Develop and maintain effective partnering relationships with internal and external stakeholders. * In all interactions model a professional, responsive, customer focused service and performance driven culture. * Provide advice and interpretation of the Enterprise Agreement, policies and guidelines relating to salary and benefits to university staff and stakeholders. * Respond to external enquiries from Unisuper, Centrelink and other government agencies in a professional manner. * Provide expert advice and information relating to payroll, including salary and benefits to the HR Executive and Leadership team on request. |
| Compliance Project and Continuous Improvement | * Proactively identify system defects and request improvements through the Agile BAU prioritisation process and undertake or coordinate user acceptance testing to enable time sensitive system changes. * Continually analyse, review, and maintain, existing business processes, procedures and work instructions including, systems and applications to enable the development of improvement strategies and streamline existing business processes. * Actively participate in HR Services and Branch projects, supporting the implementation and promotion of HR projects and systems across the University to ensure compliance with relevant legislation, HR policies, and processes. |
| 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*   * Extensive experience with payroll administration and knowledge of the legislative frameworks in relation to pay, tax, leave and superannuation * Demonstrated experience in delivering professional payroll advice and the ability to manage performance, set priorities and monitor workflows within a team * Proven analytical and problem solving skills and experience in providing advice and practical solutions through multiple customer contact channels in a complex environment * Demonstrated experience in the interpretation and application of workplace agreements, policies, procedures, and guidelines * Highly developed interpersonal, written, and oral communication skills and a demonstrated commitment to client service and continuous improvement * Strong time management skills with the ability to plan, anticipate problems and obstacles, juggle competing priorities, and meet tight deadlines successfully * Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behaviour expectations   *Desirable*   * Experience in the use of PeopleSoft in respect of Payroll, Employee Benefits and Leave * Understanding of University Enterprises Agreement, Policies, Procedures and Guidelines * Knowledge of the higher education sector and the potential impact on HR practices   **Qualification/s:**   * Completion of a relevant Business degree, with relevant experience in payroll or accounting activities; or * An equivalent combination of relevant experience and/or education/training. |