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## POSITION DESCRIPTION

# Payroll Compliance Team Lead

Faculty/Division	Division of Operations
Classification Level	Professional 8
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	ADMIN ONLY
Shiftwork status	NOT SHIFTWORKER
Allowances	NOT APPLICABLE
On call arrangements	NOT APPLICABLE
Original document creation	14 October 2024

### Position Summary

The Payroll Compliance Team Lead will play a pivotal role in ensuring the university meets its Payroll compliance requirements. The role involves analysing existing processes, identifying potential compliance risks, and recommend solutions to mitigate those risks.

This role will oversee a small team of payroll compliance officers and assist in the implementation of strategic and operational compliance processes.

The role reports into the Payroll Compliance Manager and will also act as a delegate when the Manager is absent.

### Accountabilities

Specific accountabilities for this role include:

- Lead a team of payroll compliance specialists to ensure timely and accurate operational support is provided to the Quality & Compliance team and Remediation and Pay Confidence Streams.
- Lead the delivery of timely and accurate historical entitlement calculations, with the support of the general claims team.
- Engage with the HR Systems and Salaries regularly to identify and support the implementation of best practice including in relation to the maintenance of the payroll system when remediating general claims.

- Lead the development and implementation of Payroll compliance strategies and initiatives to ensure UNSW meets its obligation with applicable regulations and legislation.
- Provide training and development to the wider Salaries team on an agreed methodology to resolve payroll discrepancies occurring in the future.
- Conduct regular audits and assessment of Payroll processes and procedures to identify potential compliance issues and make recommendations for improvement
- Build and maintain accurate and up to date documentation of Payroll compliance monitoring activities. Ensure relevant team members understand their responsibility and effectively embed those processes.
- Build and foster effective working relationships with the Employee Relations, HR Business Partnering, Remuneration and Benefits teams and UNSW management across all Faculties and Divisions to ensure ongoing compliance
- Work closely with the Workforce Analytics & Reporting team to improve and develop queries to maintain data integrity in the payroll system.
- Review and maintain current payroll procedures and processes and keep them updated and relevant to current EA and legislative changes. Add new procedures and processes where relevant.
- Provide advice and support to the Payroll Compliance Manager in the delivery of compliance outcomes
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

## **Skills and Experience**

- Relevant tertiary qualification and/or experience in a complex payroll role in a large organisation
- High knowledge of payroll regulations, tax laws, and reporting requirements
- Proficiency in using payroll systems and software (such as Peoplesoft)
- Comprehensive analytical and problem-solving skills and proven capacity to exercise initiative, flexibility and to be proactive in development of solutions to problems
- Detail-oriented with a focus on accuracy and data integrity
- Effective communication and interpersonal skills
- Sound judgement and the ability to exercise initiative, tact and discretion in dealing with sensitive and confidential matters.
- Demonstrates ability to lead and develop a team.
- Demonstrated experience in the interpretation and application of EA conditions, legislation and policy documents.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

## **Pre-employment checks required for this position**

- Verification of qualifications

### About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.