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## POSITION DESCRIPTION

# Payroll Officer

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Position Level	5
Faculty/Division	Human Resources, Division of Operations
Position Number	ADMIN ONLY
Original document creation	May 2021

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### Position Summary

The Payroll Officer is a member of the Remuneration and HR Services team responsible for the delivery of best practice payroll processing in compliance with the UNSW Enterprise Agreements. The role is responsible for end-to-end payroll processing across the employee life-cycle, including ensuring accurate, compliant and timely payment of salaries/wages and record-keeping. The Payroll Officer also actively supports process improvement initiatives through the utilisation of new technologies and systems.

The Payroll Officer reports to the Payroll Services Team Lead. This position will assist with the supervision and training of Payroll Administrators.

### Accountabilities

Specific accountabilities for this role include:

- Contribute to the development of a proactive, accountable and customer focused payroll function through delivery of best practice, compliant end-to-end payroll processing including but not limited to employee setup, Masterfile maintenance and terminations.
- Manage processing payments in ANZ Transactive.
- Build and maintain a customer focused team environment, partnering with staff and UNSW employees to establish client needs, deliver consistent, high quality advice, services and support and ensuring timely, satisfactory issue resolution.
- Oversee and administer the employee payroll life cycle according to required time frames. This includes conducting audit reporting on all changes to the payroll master file, and reviewing work undertaken prior to pay completion to ensure payroll transactions are accurate and compliant with policy, Enterprise Agreements and legislative requirements.
- Investigate and provide payroll expertise to respond to and resolve complex queries for employees, management and key stakeholders with a customer service focus

- Interpret and advise on leave entitlements under the UNSW Enterprise Agreements.
- Manage varying complex payroll calculations in relation to terminations, redundancies, total remuneration packages, leave, deductions and entitlements, and completing necessary compliance documentation.
- Collate and coordinate documentation relating to Returned Salaries and Manual payments.
- Assist and support the fortnightly payroll output, including but not limited to the generation and filing of documentation.
- Identify and contribute to opportunities for continuous business improvement and ensure best practice across payroll processes, tools and activities and improve customer service delivery.
- Undertake induction and ongoing training and guidance for new staff and Payroll Administrators.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

### **Skills and Experience**

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Sound experience (5 years minimum) in end-to-end payroll processing in a complex payroll environment, with experience in Payroll/HRIS systems.
- Analytical and strong knowledge of Statutory and legislative requirements relating to Payroll activities.
- Prior experience interpreting Enterprise Agreements and awards with knowledge of HR processes and policies.
- Advanced numeracy skills.
- High attention to detail and level of accuracy while working in a fast-paced environment.
- Demonstrated experience providing effective customer service and support to clients at all levels.
- Advanced time management, organisational and problem-solving skills, including the ability to meet deadlines.
- Well-developed interpersonal and written and verbal communication skills. Highly proficient computer literacy with excellent skills in Microsoft Office applications.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

#### **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.