

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Payroll Officer
POSITION NUMBER:	5165
DIVISION:	Corporate Services
DEPARTMENT:	People and Culture, People Shared Services
CLASSIFICATION:	Band 5
REPORTS TO:	Payroll Manager
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Department Managers, Corporate Services Team, all employees
EXTERNAL LIAISONS:	Superannuation Funds, Taxation Department, Other appropriate authorities and Government departments
DATE:	October 2024

POSITION OBJECTIVES:

This position will provide an effective, efficient and quality People Assist (Human Resources) & Payroll function to the City of Greater Geelong.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Deliver a range of day to day payroll processing transactions, including leave applications and appropriate payroll reconciliations.
2. Ensure the HR / Payroll system is maintained and up to date, i.e. employee data, staffing changes, payroll updates.
3. Assist with the management and administration of superannuation funds (Accumulation Funds and the Define Benefit Fund).
4. Provision of advice and support through People Assist (Help Desk) on payroll issues, including Enterprise Agreement (EA) interpretation and applicable legislation.
5. Inputting data on the Payroll System / HRIS.
6. Adherence to all Council's policies and procedures as relevant to this position.
7. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behavior does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities
2. Creating an organisational culture of child safety
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child
5. Ensuring all suspected abuse is reported and fully investigated

KEY SELECTION CRITERIA:**Essential:**

1. Highly customer focused with exposure to Payroll service or relevant Payroll experience.
2. Proven payroll professional with experience in the provision of the payroll service.
3. Experience using a payroll system or preferred Empower.
4. Developed skills in Excel, Human Resource Information Systems and other relevant applications and software.
5. Ability to maintain a Human Resource Information System.
6. Adaptable and flexible to change.
7. The ability to problem solve and identify improvements.
8. The ability to relate to all levels within the organisation.
9. Attention to detail, with the ability to produce high quality work.
10. Experience with working in a team environment to meet organisational goals.
11. All candidates should display integrity, responsibility, respect for others and the ability to be innovative.

Desirable:

12. Previous payroll experience within the local government sector.
13. Qualifications at tertiary or certificate level is desirable.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the accurate processing of payroll.
- Accountable for the provision of accurate advice relating to payroll procedures, and relevant legislation.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Correctly interpret Award and EA provisions (in relation to Payroll processing provisions).
- Guidance and advice is usually available.

SPECIALIST SKILLS AND KNOWLEDGE:

- Understanding of payroll processing and maintenance of the payroll system.
- Proficiency in the use of the Empower, Human Resources Management System (or similar HRIS).
- Proficiency in Excel, Word and Crystal Reports (or similar) and Data-Works (record management)

MANAGEMENT SKILLS:

- Ability to establish and manage workload priorities.
- Ability to meet specified payroll deadlines.
- Ability to work under pressure caused by volume and time restraints.

INTERPERSONAL SKILLS:

- Ability to relate to all levels of the organisation.
- Ability to provide accurate advice on payroll processes.
- Ability to work as part of the People Assist team.
- Ability to listen and interpret requests to ensure the provision of high-quality customer service.
- Ability to effectively convey information to staff in a positive and consistent manner.
- Written skills required to provide any payroll related correspondence or reports.
- Ability to demonstrate Integrity, Responsibility, Innovation and Respect in all aspects of the position.