

## Payroll and Benefits Officer

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<b>College/Division</b>	Division of the Chief Operating Officer
<b>School/Section</b>	University Services / Shared Services
<b>Location</b>	Hobart/Launceston
<b>Classification</b>	HEO 4
<b>Reporting line</b>	Reports to the Manager, Payroll and Benefits

### Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a University that is values-driven, relational, diverse, and development-focused.

The processing of People information is pivotal to the overall provision of People and Wellbeing services at the University of Tasmania. The Payroll and Benefits Officer role provides seamless customer support, Payroll and People transactional, administrative and support services to University staff.

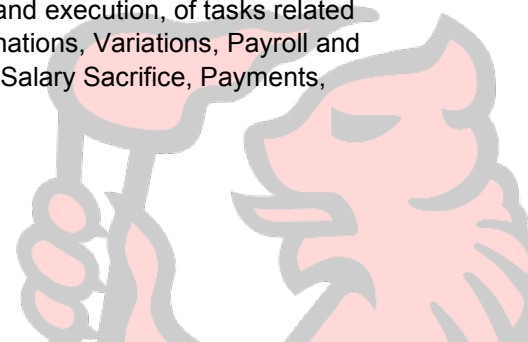
Under the general direction of the Manager Payroll and Benefits, the primary focus of the Payroll and Benefits Support Officer is to provide customer service excellence, ensuring timely and accurate assessment and processing of information relating to payroll and employment of staff using the University's People Systems.

The role is accountable for processing employee transactions data in an accurate and timely manner for various events throughout the employee lifecycle. The Payroll and Benefits Officer is expected to display a high level of professionalism as well as dealing with confidential and sensitive information and documents. The Payroll and Benefits Officer will maintain a high level of accuracy, record and track progress and follow-up as required.

They will work collaboratively with key stakeholders to deliver projects simultaneously against tight timeframes and be required to lead continuous improvement initiatives and possess a strong customer service focus.

### What You'll Do

- Contribute to the delivery of process improvement initiatives using Lean principles to optimise, streamline and improve team performance and user experience with regards to Payroll and Benefits services.
- Provide a high-level customer service experience for all enquiries and support in relation to People Shared Services, while providing general advice to staff and other members of Shared Services and the People and Wellbeing team on transaction-related matters.
- Ensure effective outcomes for payroll function through the efficient operation of the University's People and Payroll systems.
- Support the University and People and Wellbeing teams to complete HR transactional and administrative tasks by ensuring the timely and accurate processing, and execution, of tasks related to HR transactions, including (but not limited to) Appointments, Terminations, Variations, Payroll and General Ledger processing, Superannuation, Reconciliations, Leave, Salary Sacrifice, Payments, Single Touch Payroll.



- Assist in ensuring legislative and compliance criteria are met.
- Undertake other duties as assigned by the Manager, Payroll and Benefits.

### What We're Looking For (success criteria)

1. Demonstrated skills in the use of a human resources management information/payroll system (ideally Oracle PeopleSoft or similar), Microsoft Office applications and data entry.
2. Demonstrated effective time management skills, including the ability to multi-task and work under pressure in a high-volume work environment with competing deadlines.
3. A demonstrated ability to interpret and apply internal policies and procedures.
4. Well-developed communication (written and verbal) skills, with a commitment to customer service excellence and continuous improvement.
5. Proven ability to work autonomously as well as contributing strongly to a dynamic and diverse team environment.
6. Demonstrated high level of numeracy and proven attention to detail combined with problem solving and judgement skills.
7. Demonstrated high level knowledge of, and ability to interpret relevant taxation, superannuation, records management and industrial legislation.
8. Previous payroll experience in a similar role, or the ability to obtain.

### University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

*The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.*

