

Senior Payroll Specialist

College/Division	Division of the Chief Operating Officer
School/Section	Shared Services, University Services
Location	Launceston/Hobart
Classification	HEO8
Reporting line	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 cultural 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 people-centred university that is values-based, relational, diverse, and development-focused.

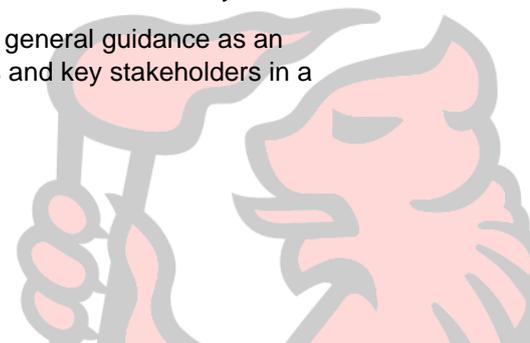
We are seeking to appoint a Senior Payroll Specialist within Shared Services, part of the University Services Portfolio within the [Division of the Chief Operating Officer](#). Supporting the Manager, Payroll and Benefits as the senior technical lead within the Payroll and Benefits function, the Senior Payroll Specialist is responsible for providing the subject matter expertise (tier 3 resolution), effective support and resolution of complex payroll matters whilst enabling pro-active process improvement opportunities to the delivery of the University's payroll function. The Senior Payroll Specialist will also deputise for the Manager, Payroll and Benefits when required.

Setting the continuous improvement responsibilities of this role includes Tier 3 support and escalation, identifying and addressing process compliance issues within the function related to key payroll focus areas, including:

- Employee Salary and Wages
- Taxation
- Superannuation
- Benefits
- Payroll Tax
- Monthly Reconciliations
- Payroll data, information, reporting and analysis
- Payroll processes, policy, practice and procedure development

What You'll Do

- As the Payroll Subject Matter Expert (SME), support the development of the University's payroll function to ensure continuous capability uplift, ensuring adherence to statutory and legislative provisions at all times.
- Provide leadership support and cover for the Manager, Payroll and Benefits as necessary.
- Support the Payroll and Benefits team by providing expert advice and general guidance as an escalation point, enabling them to respond to queries from employees and key stakeholders in a timely and customer-centric manner.



- Assist the Manager with ensuring payroll compliance with legislative and regulatory requirements and in accordance with Enterprise Agreement, Employment Agreements, Funding Bodies (such as Australian Research Council) and University policies and procedures.
- Lead in the development, implementation and maintenance of appropriate operational frameworks which reflect trends and changes in best practice payroll service delivery.
- Assist with the resolution of complex payroll services and systems issues that may arise in accordance with University policy and practices.
- Take a lead role in the operational execution and continuous improvement of payroll activities including fortnightly payroll processes, end of period processes and reconciliations including end of month and end of financial year, with a view to reduce risk and improve efficiency and customer experience for the payroll function.
- Assist with implementation and testing of payroll system upgrades, updates, bulk data uploads and enhancements, including integration.
- Liaise with the People System vendors to resolve system issues & updates.
- Along with the Senior Payroll Officer, prepare redundancy and severance quotes and calculations, as required, in line with relevant legislation and be responsible for the processing of Senior Manager contracts.
- Undertake other duties as assigned by the Manager, Payroll and Benefits.

What We're Looking For (success criteria)

- A degree qualification in an area relevant to payroll services and/or combination of relevant experience, education and/or training.
- Demonstrated ability in providing sound analysis, design, planning and updates of staffing systems and processes in line with the strategic vision of the University.
- Demonstrated ability to take ownership and accountability in the delivery of timely resolutions to complex payroll matters.
- Proven experience in driving continuous improvement of operational processes and procedures, within a complex payroll environment.
- Strong leadership skills with proven ability in establishing and maintaining effective and collaborative relationships with internal and external stakeholders whilst working cooperatively across organisational boundaries to achieve shared goals.
- Demonstrated ability in providing customer service excellence.

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.

More information:

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.



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

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We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

