



# Payroll Production Manager

<b>Department/Unit</b>	Monash HR
<b>Faculty/Division</b>	Chief Operating Officer and Senior Vice-President
<b>Classification</b>	HEW Level 8
<b>Work location</b>	211 Wellington Road Mulgrave
<b>Date document created or updated</b>	February 2018

## Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here – and so do truly satisfying careers. Discover more at [www.monash.edu](http://www.monash.edu)

This position is located within **Monash HR**. We facilitate staff engagement and organizational performance by providing workforce management expertise and Human Resources (HR) service and solutions. To learn more about the work we do, please visit our [website](#).

## Monash HR values

- Integrity
- Collaboration
- Innovation
- Excellence

## Position purpose

The Payroll Production Manager is responsible for ensuring the delivery of a range of high quality, accurate, efficient and effective payroll processing and transactional services across the university by initiating and implementing HR payroll related systems development and managing the resolution of technical issues. The incumbent is also responsible for managing the fortnightly payroll schedule and associated periodic activities.

**Reporting line:** The position reports to the Payroll Services Manager who will provide broad supervision

**Supervisory responsibilities:** Supervision of up to 3 team members

**Financial Delegation:** Not Applicable

**Budget Responsibilities:** Not Applicable

## **Key responsibilities**

1. Manage the running of the fortnightly, annual and periodic payroll processes and the casual time attendance processes
2. Establish controls, monitor payroll results and disbursement of direct deposits; control procedures and collaborate with HR and eSolutions colleagues to modify and adapt systems configuration, processing methods and reporting in response to changed requirements
3. Lead, manage and build capability of payroll staff to ensure the delivery of high quality work in a timely manner
4. Manage staff activities, monitoring workflow and workloads, and ensure the appropriate deployment of available staff to predicted and actual demands
5. Manage periodic internal audits of various payroll areas and preparation of materials for external and internal auditors
6. Devise and manage quality assurance tests of configuration, programs and support pack changes
7. Provide qualitative and timely expert advice on the efficient and appropriate use of SAP to meet operational and legislative requirements
8. Provide support to the Payroll Services Manager and deputise when required

## **Key selection criteria**

### **Education/Qualifications**

1. The appointee will have:
  - postgraduate qualifications or progress towards postgraduate qualifications in a relevant field with extensive relevant experience; or,
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Extensive experience in the provision of maintenance and enhancement of HR information systems and in maintaining and updating an integrated HR/payroll system
3. Extensive demonstrated knowledge and experience of HR/payroll processes, requirements and issues
4. Advanced analytical and problem-solving skills, with proven ability to identify and resolve complex problems arising within HR information systems and to identify systems enhancements for improved delivery of payroll services
5. Demonstrated ability to manage configuration testing of payroll programs and systems as part of the ongoing quality assurance testing process
6. Demonstrated ability to lead, manage, motivate, develop and mentor staff and foster an environment of high quality service delivery
7. Highly-developed interpersonal skills with the ability to collaborate with other HR staff and the wider University, as well as the demonstrated ability to work as an effective member of a team
8. Demonstrated commitment to excellent end user service and support and the ability to exercise high levels of independence, judgement and initiative
9. Knowledge and understanding of human resource management principles, current payroll trends and relevant legislation

## **Other job-related information**

- Current satisfactory Police Records Check
- Travel to other campuses of the University is required
- Possession of a current Victorian Driver Licence is desirable
- Overtime and out of hours work may be required
- There may be peak periods of work during which the taking of leave may be restricted

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.