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| **Position Description** |

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| **Payroll Services Officer** | |
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| **Position No:** | 50002190 |
| **Department:** | Human Resources |
| **Unit:** | HR Services |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer HEO5 |
| **Employment Type:** | Fixed Term, Full Time |
| **Position Supervisor:**  **Number:** | Payroll Manager  50062592 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Working at La Trobe - <http://www.latrobe.edu.au/jobs/working>

**For enquiries only contact:**

Sue Dunstan, TEL: 9479 6815 Email: S.Dunstan@latrobe.edu.au

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| **Position Description** |

**Payroll Services Officer**

**Position Context**

The HR Services function is located within Human Resources and provides HR and Payroll services, HR systems and People Data to the University community.

The Payroll Services Officer, as part of the Payroll Services team, is responsible for assisting with the end to end timely and accurate processing of the fortnightly payroll process for 6000 Latrobe University staff. This role will maintain payroll and personnel data, prepare and process redundancy and termination calculations, workers compensation and complex leave payments.

The Payroll Services Officer will also be responsible for maintaining and updating Superannuation databases such as UniSuper as well as salary packaging deductions. This role will also provide exceptional and responsive customer service with the timely management and resolution of customer queries.

The Payroll Services Officer will also assist with end user testing throughout the MyHR Project.

**Duties include:**

* Provide timely, efficient and accurate administration and processing of the University fortnightly payroll in accordance with La Trobe University awards, agreements, practices and policies, Legislative, Statutory and Regulatory requirements
* Maintain and ensure data integrity of payroll and personnel data including work hours, contract extensions, superannuation, salary packaging deductions incl. novated leasing, allowances, taxation and prior service
* Calculation and processing of redundancy and termination payments as well as complex leave reconciliations
* Maintenance of Positions and Reporting lines within Success Factors, SAP Payroll and Time & Attendance systems
* Maintenance and support of Superannuation databases (ie UniSuper and VicSuper) and processing error resolution
* Development and running of Ad Hoc reports from HR/Payroll systems
* Timely management and resolution of Customer queries in the HR ticketing system in accordance with Service Level Agreement expectations
* Build and maintain effective working relationships across the University and provide exceptional and responsive customer service
* Perform end user testing throughout the MyHR Project.

**Key Selection Criteria**

* Demonstrated hands-on payroll knowledge and experience in all aspects of payroll processing working in a high volume complex environment
* Demonstrated experience calculating and processing redundancy and termination payments as well as complex leave reconciliations
* Demonstrated experience, knowledge and understanding of interpreting multiple awards, Human Resource policies and procedures, legislative, regulatory and statutory requirements and the ability to provide advice on these matters
* Broad knowledge and demonstrated experience maintaining superannuation, salary packaging and position management
* Previous experience maintaining Superannuation databases and error resolution
* Comprehensive understanding and experience using SAP HR/Payroll System and a Time and Attendance solution such as Workforce Solutions
* Strong time management, attention to detail, analytical and problem solving skills with demonstrated ability to work autonomously or within a team environment
* Exceptional customer service, interpersonal and communication skills, both verbal and written
* Advanced Excel and Word skills with the ability to write reports and manipulate data
* Previous Payroll system testing experience and the ability to advocate for change to achieve best practice

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: