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| Position Title | Pay and Entitlements Officer | Position No |  **s50051245** |
| Team | Engagement | Band | 4 |
| Department | HR Operatons/ NPEC | Classification | Admin/ Professional |
| Location | Collinswood, Adelaide | Schedule | A |
| Reporting to | Manager, National Pay and Entitlements Centre | Roster Group | Non Rostered |
|  |  | Endorsement |  |
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| Purpose |
| Calculate, process and provide advice on payroll, rostering, superannuation and entitlements to stakeholders. |
| Key Accountabilities |
| * Calculate and process roster variations and payroll adjustments to ensure accurate and timely payments to staff.
* Provide advice to the Engagement Team, Managers/Rosterers and staff on payroll, rostering, superannuation and entitlements issues to ensure adherence to ABC policies and obligations.
* Commence, maintain staff details and terminate employees in the Pay system to ensure correct payment of salary and entitlements.
* Build and maintain good relationships with internal/external clients to meet customer service standards.
* Maintain good relationships with payroll team, contributing to team cohesiveness ensuring sharing of information and deadlines are met.
* Advocate and ensure compliance with relevant policies and standards including Acts, Code of Conduct, WH&S responsibilities
* Actively promote the ABC values and apply all relevant workplace policies and guidelines.
* All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers.
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| Key Capabilities/Qualifications/Experience |
| 1. Experience in calculation and input for computerised Payroll and HR Information systems (preferably SAP), with a good understanding of payroll procedures. Experience with SAP HRMIS an advantage.
2. Knowledge and understanding of personnel/administrative procedures.
3. Good communication and interpersonal skills.
4. Well developed organisational skills and the ability to work to tight deadlines.
5. Knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/ or Torres Strait Islander people; and an ability to communicate sensitively and effectively with Aboriginal and/ or Torres Strait Islander people.
6. An understanding of and commitment to the ABC's [aims, values and workplace policies.](http://about.abc.net.au/)
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