

PAYROLL SERVICES MANAGER

POSITION DESCRIPTION

PEOPLE AND CULTURE TEAM

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Payroll Services Manager
Department	People & Culture Team
Employment Type	Full Time
Hours per week	38 Hours
Duration	Ongoing
Location	This position is based at Collingwood and may require travel to regional locations
Reporting Relationship	This position reports directly to Human Resources Manager
Date	June 2019

Overview of Department

The People and Culture Team is responsible for providing comprehensive Human Resources Services to the organisation which consists of approximately 1,700 employees and 2,300 volunteers.

Position Objectives

The Payroll Services Manager will manage the payroll team and take accountability for delivering the end to end payroll for approximately 1,700 employees with a payroll team. Managing the processing of our fortnightly pay cycle across award, collective agreement and individually contracted employees, ensuring our employees are paid in line with their respective terms and conditions and legislative requirements. You will ensure all the obligations we have as an employer are managed and met in a timely manner including Fringe Benefits Tax, Australian Taxation Office and Workcover. You will also be lead process improvement and ensuring we leverage our payroll system to improve our employee experience, support educating our line leaders and drive efficiencies into our practices to provide more time for our employees to focus on the children and families we work with,

The Payroll Services Manager would be responsible for the ensuring compliance is accurate as well as keeping abreast of all the legislative changes from Fair Work, ATO, Worksafe Victoria and other relevant payroll related matters.

1	Payroll Compliance; ensuring all employees are paid in accordance to legislation, awards and internal policies and procedures. Ensuring that we are abreast of compliance requirements through changes to awards and legislation and plan for required changes in an effective manner. Take responsibility for internal and external audits and responding to legislative compliance requirements. Ensuring appropriate controls processes are in place through the end to end payroll processes.
	Payroll Processes, Systems and Technology – lead the continuous improvement of our payroll practices to maximise the use of our technology. Driving efficiencies for the team and supporting our line leaders and employees being able to interact with our system and processes in a way that makes things easy. Along with overall responsibility for configure and maintain all associated time and attendance systems as well as all the applicable modules in Preceda.
2	Partner with key stakeholders in the delivery of improvements across process and technology. And support an employee centric approach to employees and line leader's enquiry. And enhance our HR reporting requirements to provide standard and customized reports are in place and that adhoc and external reports for workcover remuneration and FBT are completed in a timely manner.

Key Responsibilities


1	Support and manage a team of payroll professionals, delivering high quality payroll and customer service to the organisation.
2	Hands-on management style with experience in leading an end to end payroll function working with a key stakeholders at multiple levels of the organisation.
3	Build the capability within the existing team to ensure consistency in the processing of a fortnightly basis.
4	Take the time to explore, assess and implement changes to facilitate and empower line leaders and employees in utilising the benefits of the systems available.
5	Previous experience in maximising a complex information system preferably with HRIS experience (Ascender is essential)
6	Strong analytical and problem solving skills with an excellent attention to detail
7	Demonstrated strong time management and organisational skills in a fast-paced environment

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. Experienced in the Provision of Award and Enterprise Agreement interpretation
	2. Must hold qualifications in relevant payroll or related discipline and equivalent experience.
	3. Proven track record in building and maintaining effective working relationships with a range of stakeholders, including the ability to lead, influence and work collaboratively with a range of internal and external stakeholders to bring about effective payroll processing and reporting functionality.
	4. Excellent verbal and written communication skills, including well developed report writing, and negotiation skills.
	5. Attention to detail and possess with a track record in identify and implement process improvements driving efficiencies while still maintaining the required level of governance.
	6. High level proficiency in a range of computer-based applications including Microsoft Office programs Outlook, Word, Excel and PowerPoint. And systems including Ascender and ideally time target or a similar rostering system.
	7. Proven ability to coach, develop and share knowledge with others.

- | | |
|--|--|
| | 8. Self-starter with initiative, to work independently and as part of a dynamic team, and a commitment to working respectfully with individuals. |
|--|--|

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two nominated capability groups; **Personal Qualities** and **Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
