**JOB DESCRIPTION**

**Workers Compensation Payroll Officer**

ABOUT UNITING

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are Imaginative, Respectful, Compassionate and Bold.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

ABOUT THE ROLE

Primary:

Works as part of the Payroll Shared Services team to process workers compensation fortnightly pay runs including lodgements to our insurer. Ensure that all processes are executed accurately and in a timely manner across all functional tasks.

Secondary:

1. Operates as the subject matter expert for workers compensation and escalation point to resolve issues and optimizes the contribution of the team through coaching and counselling while working with Payroll Manager to implement workable solutions to business issues/problems for Payroll operations
2. Builds a stakeholder and business leader stakeholder plan to ensure continuous improvement and change management

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Shared Services team through the following:

* Process fortnightly workers comp documents and payroll
* Ensure compliance of all processes and award interpretations
* Assist team members in back-up role for vacation and/or high-volume work efforts.
* Escalate potential service issues to Payroll manager
* Provides subject matter expertise, interpretation, coaching and counsel with colleagues/team members in regard to workers compensation payroll matters.
* Responsible for documenting and implementing quality control measures and processes
* Accountable for ongoing management of effective internal and external stakeholders’ relationship across all workers compensation matters.

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will:

* Actively promoting safe work practices in the workplace during all activities consistent with Uniting’s policies and comply with all WH&S legislation, policies and procedures.
* Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

**Your directorate:**  Customer, People and Systems

**You’ll report to:** Payroll Services Manager

QUALIFICATIONS & EXPERIENCE

**Qualifications:**

* Minimum of 5 years of high volume, fast pace and customer orientated payroll experience.
* Experience with Preceda payroll systems and intermediate Microsoft excel skill.
* Experience in a shared service environment and solid understanding of current EA agreements and awards, HR practices, Salary Packaging, FBT, PAYG, workers compensation, and timesheet management, procedures, operations and legislation.
* Demonstrated coaching/mentoring and organization skills to effectively work, supervise, and managing payroll services team members
* Excellent time management, analytical and issues resolution skills
* Highly developed stakeholder engagement and professional communication skills with all levels of customers and stakeholders.
* Experience working with specific workers compensation matters including calculations, communicating with insurer and employees.

YOUR KEY CAPABILITIES

**Individual leadership**

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
* **Timeliness of work -** Sets achievable timeframes and works to complete projects, tasks and duties on time.

**Business Acumen**

* **Organisational Operation -** Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
* **Organisational Objectives -** Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
* **Develops and Grows the Business –** Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals**.**
* **Makes Sound Decisions –** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Manager’s Name:****Title** | Click here to enter text.Click here to enter text. |
| **Date:** | Click here to enter text. | **Date:** | 18/11/2021 |
| **Signature:** |  | **Signature:** |  |