

Position description

Position title:	Senior Payroll and Benefits Officer
School/Directorate/VCO:	Human Resources
Campus:	Mt Helen or Berwick Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 6 range
Employment mode:	Fixed term for 2 years
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849494
Further information from:	Ms Deborah Walker, Director, Human Resources Telephone: (03) 5327 9718 E-mail: d.walker@federation.edu.au

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Director, Human Resources

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Position summary

The Human Resources Directorate is responsible for the development, implementation and monitoring of the University's people management strategy to ensure a culture of diversity, innovation, flexibility, change readiness and high performance. The Directorate is also responsible for delivering strategic and operational employment-related services including, but not limited to workforce planning, attraction and retention, workplace relations, employee wellbeing, performance management, organisational and people capabilities, remuneration and superannuation, and staff management information.

The Senior Payroll and Benefits Officer is responsible for the delivery of payroll and benefits services ensuring compliance with legislative requirements and mitigating the risk of exposing the University to industrial disputation, litigation or penalties. Training for the position will take place at the Mt Helen Campus.

Key responsibilities

1. Contribute to the delivery of a timely and accurate payroll service through the coordination of employees and processes so that operational requirements are met and records maintained.
2. Ensure an accurate and timely service contributing to the provision of HR payroll reporting to the broader University.
3. Maintain detailed knowledge of relevant industrial instruments, policies and legislation and ensuring compliance with audit requirements.
4. Maintain a detailed knowledge of salary processes and procedures, providing a range of advice and assistance to wider University using problem solving and analyst skills to resolve complex salary-related issues, including but not limited to salary sacrifice arrangement, vehicle leasing and superannuation matters.
5. Keep abreast of all relevant payroll tax legislation as it relates to state and territories.
6. Provide appropriate and timely pay-related information as required to a range of client groups.
7. Prepare reports including statutory and legislative reports, ad-hoc and management reporting, to meet the needs of clients.
8. Contribute to projects including moving HR processes to online platforms, and updating practices to implement new industrial agreements etc.
9. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
10. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Senior Payroll and Benefits Officer reports to and receives broad direction from the Team Leader Payroll and Benefits, and will deliver a timely and accurate payroll service. The position will also provide expert payroll advice to clients on an as needs basis relating to legislative and University wide policies and procedures specific to payroll.

The payroll system is currently also the HRIS that many critical processes connect to. The position requires attention to detail and the ability to resolve complex matters ensuring compliance with relevant legislative requirements and University policies and procedures.

Training and qualifications

A degree in a relevant discipline with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge; or an equivalent combination of relevant experience in payroll and benefits management and/or education/training.

Position/Organisational relationships

The Senior Payroll and Benefits Officer is required to develop collaborative relationships with a diverse range of stakeholders both internal and external to the University. This position requires expert payroll and benefits knowledge which comes with experience in a similar role. The position also requires the ability to gain knowledge of the University, its structure, business and major systems.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A degree in a relevant discipline with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge; or an equivalent combination of relevant experience in payroll and benefits management and/or education/training.
2. Demonstrated experience and knowledge of policies and procedures relating to the processing of payroll, superannuation, taxation, workers compensation, salary sacrifice and packaging of a large organisation.
3. Demonstrated ability to provide advice and services within a human resources function especially in payroll functionality, processes and reporting practices.
4. Demonstrated experience and ability to manage competing priorities and deadlines problem solve and achieve set goals. Demonstrated experience in contributing to an effective and proactive team, and utilising cooperative approaches to achieve outcomes.
5. Demonstrated oral, written and interpersonal skills relevant to the position strongly focussed on the provision of quality customer service
6. Demonstrated ability to exercise initiative and independent judgement to achieve specified outcomes, ensuring attention to detail while working both individually and as a team member.
7. A demonstrated understanding and commitment to privacy principles and confidentiality of sensitive information.

8. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.