

POSITION DETAILS			
Position Title:	Payroll Officer	Position Grade:	Grade 8
Department/Directorate:	People & Performance / Corporate Services	Position Status / Hours per Week:	Permanent 35 hours p/w

PRIMARY PURPOSE OF THE POSITION
<p>The Payroll Officer assists the Payroll team in the processing and reconciliation of payroll for the organisation and contributes to delivering a cohesive, responsive and customer focused payroll service.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> Assisting the Payroll team in providing an efficient and effective payroll service to Council management and staff, ensuring accurate interpretation of payroll related award and industrial information Ensuring compliance with internal controls, procedures, system maintenance and record keeping Providing effective liaison with People & Performance and the Finance Department on issues and improvements related to the payroll functions and processes Assisting the Payroll team in ensuring system support, utilisation and development of the payroll system is optimised Ensuring effective remuneration management Carrying out other duties as required within the People & Performance department consistent with the skills, experience and training of the incumbent.

SELECTION CRITERIA
<p>Education / Qualifications</p> <ul style="list-style-type: none"> NSW Higher School Certificate or equivalent <p>Experience/Specific skills</p> <ul style="list-style-type: none"> Experience in payroll processing, operating procedures and award interpretation including knowledge of superannuation and workers' compensation payment processes Proven experience in using computer-based payroll systems Excellent interpersonal skills with the ability to build effective working relationships with Managers and staff at all levels of the organisation Excellent computer literacy with proven experience in the use of spreadsheets Strong organisation and personal time management skills Thorough understanding of remuneration and reconciliation practices from a People & Culture, and Finance perspective Sound knowledge of relevant taxation legislation

Personal Attributes

- A demonstrated commitment to quality customer service and continuous improvement
- Excellent attention to detail and high level of accuracy
- A team player able to establish and build rapport with staff at all levels
- Proven ability in maintaining confidentiality, professional ethics and discretion with sensitive information

Desirable Qualifications, Experience and/or Skills

- Previous experience using iChris Payroll / HR computer systems
- Knowledge of Local Government (State) Award and / or local government environment
- Previous experience using TRIM / Content Manager records management system
- Previous experience in Human Resources
- Bi-lingual language skills

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by Corporate Services Directorate.

- Provision of a Payroll Service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan

CORPORATE ACCOUNTABILITIES

12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team, and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

Employee's Name	
Employee's Signature:	
Date:	