

POSITION DESCRIPTION

PEOPLE & PAYROLL SUPPORT OFFICER

Position Number:	421106
Directorate:	Corporate Services
Department:	People and Culture
Team:	People and Development
Location:	Golden Plains Civic Centre, 2 Pope Street, Bannockburn
Employment status:	Permanent, part time 0.9 FTE (9 day fortnight)
Classification:	Band 4 plus superannuation
Date:	April 2021

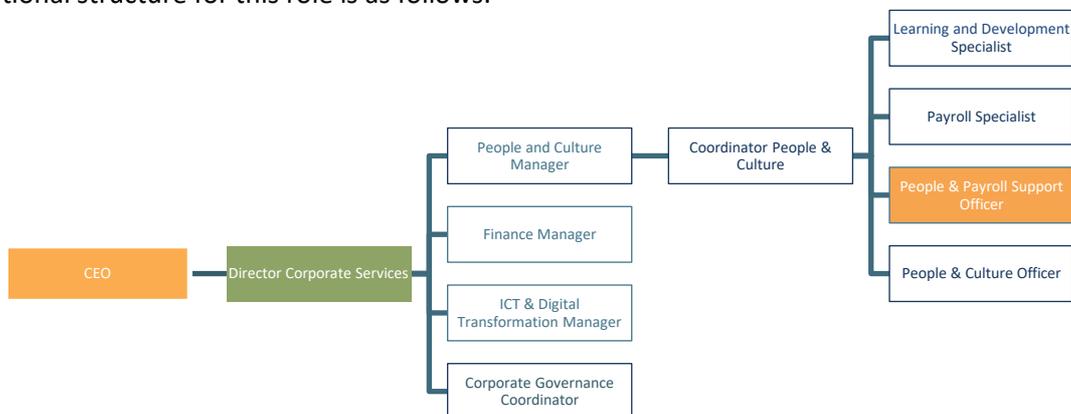
POSITION OBJECTIVES

This position is responsible for:

- the transactional assistance of the Payroll Specialist and associated duties with payroll processing and maintenance.
- the provision of administrative support relating to People Analytics and the delivery of a great Employee Experience/Services.
- the participation as a supportive member of the People & Development Unit and in activities/initiatives in areas such as Employer Branding/ Employer of Choice, Talent Acquisition, Learning and Development, or Employee Engagement and Retention.

ORGANISATIONAL RELATIONSHIPS

The organisational structure for this role is as follows:



ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator People and Development
Directly Supervises:	Nil
Coordinates:	Nil
Internal Liaisons:	Payroll Specialist, People & Culture Officer, Learning & Capability Development Specialist, Finance team, Managers and other staff and new employees
External Liaisons:	Banks, Auditors, WorkSafe Insurers, Government Agencies, MAV/VECCIK, other Councils, Vision Super.

KEY RESPONSIBILITIES AND DUTIES

Duties of the Position

Payroll

- Act as a backup resource for the payroll function assisting in the preparation and distribution of pays on a fortnightly basis in accordance with prescribed procedures.
- Follow-up and resolve payroll queries from staff and managers in the absence of the Payroll Specialist.
- Ensure staff and managers are informed of payroll matters which may impact upon them.

Information, Data and Reporting

- Maintain accurate People data and records.
- Ensure integrity of all employee data within all People systems, and conduct regular audits and information maintenance.
- Collate accurate data and provide template reports as defined and requested to assist with regular KPI/ dashboard activities.
- Maintain relevant information, forms and templates.

Administration

- Advise the Coordinator or Manager of any emerging issues which may impact on Payroll or People and Development.
- Identify and implement efficiencies and process improvements.
- Assist with maintaining policies, procedures, manuals and documented processes.
- Archive People and Development records as per the legislative timeframes.
- Respond effectively to requests for service and assist the Coordinator and Payroll Specialist in the delivery of projects and tasks as directed (i.e. produce change of employment conditions documents, provide standard responses).
- Provide general administration support for the People and Development functions.

General Responsibilities

- Provide input into policy development and performance targets of the Unit.
- Act in accordance with Council's Customer Service Charter.
- Contribute to the Unit through efficient, effective and customer focused skills.
- Contribute to the development of the Unit's objectives, as well as the corporate goals of Council.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Provide support to other Council staff as required.
- Other duties within the scope of the employee's skills, competence and training as directed.

Corporate Responsibilities

- Promote excellence in customer service and in conjunction with the Manager and Team Leader, identify, review and implement strategies to improve service quality and efficiency.
- Maintain excellent team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council's property and assets and maintain a commitment to the care of all Council's property and assets.
- Participate as directed in training and education to maintain an up to date knowledge of emergency management responses.
- Provide administration, logistics and specialist support and advice during CEO identified emergency events.
- Comply with Golden Plains Shire Council's Code of Conduct, policies and procedures and uphold the Organisational Values of Pride, Respect, Integrity, Collaboration and Excellence).

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position supports the People and Development team and provides information to clients.

Freedom to act is limited by standards and procedures with work generally falling within specific guidelines. There is scope to exercise discretion in applying standards and procedures. The effect of decisions and actions on individual clients is limited to internal processes and procedures and individual clients.

JUDGEMENT AND DECISION MAKING

The objectives of the work are well defined with the procedure, method or process selected from a range of available alternatives.

Guidance and advice is always available within the time required to make a choice.

SPECIALIST SKILLS AND KNOWLEDGE

The officer shall have:

- an understanding of payroll process and function
- well-developed administrative skills with the ability to prepare documents with accuracy.
- the ability to understand and apply Council policies, internal policies and standard operating procedures, Acts and regulations, Awards and Enterprise Agreements, together with an appreciation of precedents in decision making.
- an understanding of the functions, policies, procedures and processes within the People and Development team, along with an appreciation of the goals of the wider organisation.

- proficiency in the use of computer applications including Microsoft Office, Explorer, EDMS, Internet and Content Management, Human Resources, Payroll and Performance Management systems.

MANAGEMENT SKILLS

The position requires:

- Strong time management skills with particular emphasis on prioritising own work tasks and appointments and meeting performance targets.
- The ability to plan and organise work, and follow-through unsupervised.

INTERPERSONAL SKILLS

The officer shall have:

- the ability to gain cooperation and assistance from employees and management as well as clients, job applicants, and other stakeholders in the administration of well-defined human resource activities.
- excellent written and verbal communication skills to enable the preparation of routine reports and correspondence.
- Motivated and diligent professional with a willingness to contribute as an effective and co-operative team member.
- A non-judgmental approach, valuing diversity and varying cultural beliefs.

RESPONSIBILITIES FOR ALL GOLDEN PLAINS EMPLOYEES

Occupational Health and Safety

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

Risk Management

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments when requested.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

Records Management

Employees are required to follow all policies and procedures in relation to records management. Employees are expected to:

- Understand their records management obligations and responsibilities.
- Comply with Council records management processes.
- Keep accurate and complete records of business activities and decision making.
- Create records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

Community Engagement

Golden Plains Shire Council is committed to enhancing the opportunities it provides to the community to be involved in Council's decision-making processes. Employees are required to demonstrate a commitment to community engagement. This includes:

- Adhering to Council's community engagement strategy, policy, and framework
- Providing genuine opportunities for the community to be involved in relevant Council decisions and projects
- Involving community members and stakeholders affected by the subject of the engagement and providing adequate support for them to be involved
- Clearly defining the purpose and scope of the engagement and using best-practice principles to design and implement the most effective approach
- Providing community members with relevant and timely information to inform their participation

Equal Opportunity

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act 2014, the Health Records Act and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

OTHER REQUIREMENTS

- Tasks within this role may be required to be undertaken in the evenings or on weekends. Any such attendance will form part of the core working hours per week. Where weekly hours are expected to exceed the core hours, with the prior approval of the Team Leader / Manager, additional hours may be worked and accumulated as time in lieu. Time in lieu will be hour for hour and shall be recorded and taken within one month in accordance with Council's Enterprise Agreement.
- Employment is subject to a satisfactory six month probationary period.
- Completion of a pre-employment Disclosure of Pre-existing Injury or Disease form.
- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check and Working with Children's Check (IF REQUIRED).

QUALIFICATIONS AND EXPERIENCE

The skills and knowledge required for the positions are beyond those normally acquired through secondary education. The position requires a post-secondary qualification in human resources (Certificate IV in Human Resource Management) or equivalent skills and knowledge gained through on the job training and experience.

KEY SELECTION CRITERIA

1. Relevant qualification (Certificate IV in Human Resource Management or Payroll Administration) or equivalent knowledge and experience in the administration of a range of transactional human resource activities.
2. Well-developed organisational skills with the capacity to prioritise own workload within an environment of fluctuating workloads and changing priorities.
3. Proficient computer skills, with experience with the Microsoft Office Suite for documentation and analysis as well as the ability to use information systems whilst ensuring input accuracy and flawless data integrity.
4. Appreciation of how payroll contributes to meeting compliance requirements as well as employee satisfaction
5. Ability to maintain confidentiality of all dealing of a sensitive matter.
6. Ability to gain cooperation and communicate effectively with a wide range of individuals, professionals, and physical services employees to complete your work (i.e. payroll input, staff queries).
7. Ability to work effectively and in a team environment and contribute to team goals in a collaborative and innovation embracing manner.

Police Check results that are suitable for this position (will be arranged by Golden Plains Council).

APPROVAL

Prepared By:	Janina Isted, Coordinator People and Development
Approved By:	Eric Braslis – Chief Executive Officer
Reviewed By (P&C):	Claire Tehan – People and Culture Manager
Date:	April 2021
Employee Acceptance: (name and signature)	
Date:	

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.