

POSITION DESCRIPTION

PAYROLL SPECIALIST

Position Number:	421104
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 (0.8FTE) - 60.8 hours per fortnight. Roster will be worked across designated days to undertake the core payroll processing function with other hours/days flexible.
Classification:	Band 5 plus superannuation
Date:	June 2021

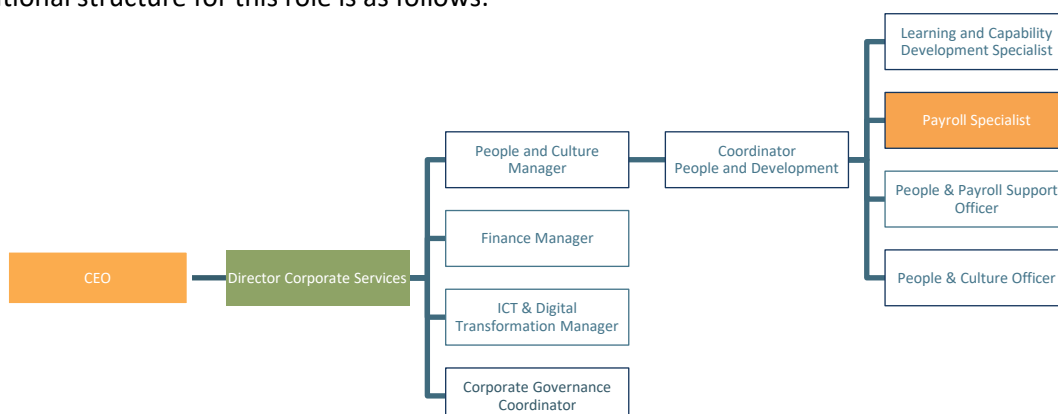
POSITION OBJECTIVES

This position is responsible for:-

- the delivery of high-quality payroll services and effectively and efficiently administering the end to end payroll process for GPSC in an accurate, timely and confidential manner;
- undertaking payroll and HRIS functions for all employees, along with reporting, processing statutory obligations and providing administrative support and advice;
- ensuring Council adheres to payroll, taxation and superannuation legislation; and
- assists the People & Development when required.

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:	Managers and other staff, new employees
External Liaisons:	Banks, Auditors, WorkSafe Insurers, Government Agencies, MAV/VECCI, other Councils, Vision Super.

KEY RESPONSIBILITIES AND DUTIES

Payroll

- End-to-end payroll processing in accordance with Award and Enterprise Bargaining Agreement entitlements and conditions, payroll taxation legislation and superannuation legislation.
- Process leave applications, payment of deductions, salary sacrifice requests, back pays, amendments and salary changes approved by management.
- Respond to payroll enquiries in a timely manner, and provide payroll related advice to Managers and staff.
- Manage and participate in STP processing of regular and miscellaneous pays for all staff including Superannuation and Tax items. Administration of payroll database, employee set up and termination and associated records including calculation of Long Service Leave, redundancy and termination payments.
- Reconcile general ledger accounts relevant to the payroll function on a monthly and year end basis.
- Co-ordinate Long Service Leave transfers between Councils and other qualifying organisations.
- Maintain up-to-date payroll information and forms on the Intranet for all employees.
- Auditing of superannuation payments, allowances, payroll tax, taxation and WorkCover to ensure compliant outcomes.
- Auditing of the payroll system to ensure data integrity and resolving any discrepancies including the review of leave accruals.

WorkCover Claims

- Ensure that payroll data is submitted to Council's authorised insurer for reimbursement of wages.
- Complete the annual estimate and the end of year confirmed remuneration.

Superannuation

- Ensure timely payment of Defined Benefit invoices with correct costing.
- Ensure the superannuation ledger is balanced to the general ledger.
- Advise Vision Super of alterations to employee details.
- Ensure correct superannuation deductions are being made from the payroll.
- Ensure compliance with the Local Authorities Superannuation Act and Superannuation Guarantee Act.
- Coordinate regular superannuation provider information sessions for employees.

Data and Reporting

- Maintain accurate payroll, WorkCover and superannuation data and records.
- Ensure integrity of all data within the Synergy Payroll system and conduct regular audits and information maintenance.
- Provide accurate payroll information for annual and quarterly reporting purposes, excess employee leave balances, and other reporting information as requested.
- Undertake periodic reviews to ensure the payroll system is compliant with current legislation and take the necessary steps to ensure the system remains compliance or make the required corrective actions

Other

- Assist the Coordinator People & Culture, Coordinator Finance and Manager People & Culture with labour budgets and Workforce Planning.
- Provide support in the team when he People & Culture Officer position during periods of leave.
- Identify efficiencies with payroll and HR processes and research with other organisations.
- Responsible for driving awareness and education across key stakeholders including communicating legislative changes to all levels of the business, whilst working closely with Coordinator People & Culture and Manager People & Culture
- Develop, maintain and review payroll policies, procedures and practices designed to provide reasonable assurances that the payroll departments objectives are achieved and that underdelivered events will be prevented, detected and corrected.
- Maintain the absolute strictest confidentiality of personal and sensitive information, and in accordance with the relevant privacy and record keeping legislation

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 Coordinator, identify, review and implement strategies to improve service quality and efficiency.
- Maintain strong 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 Council policies and procedures.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position provides the effective administration of the payroll function and provides specialist advice to clients.

Freedom to act is governed by close supervision and clear guidelines. The effect of decisions and actions is limited to individual clients. Decisions are subject to review by the Coordinator People & Culture.

JUDGEMENT AND DECISION MAKING

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

The work involves problem solving using specialist knowledge of the payroll and superannuation obligations of Local Government. Problems are occasionally of a complex nature with solutions not related to previously encountered situations. Some creativity and originality is required.

Guidance and advice are usually available within the time required to make a choice.

SPECIALIST SKILLS AND KNOWLEDGE

The officer shall have:

- an understanding of payroll, taxation and superannuation legislation relevant to Local Government, and computerised payroll systems.
- an understanding of the underlying principles involved in payroll and superannuation administration as distinct from practices.
- an understanding of the function of the position within its organisational context, including policies, regulations and precedents.
- well-developed knowledge of, and ability to use payroll systems and computer applications including Microsoft packages with intermediate knowledge and experience with Excel.
- demonstrated organisational skills with the ability to accurately process large volumes of work whilst meeting strict deadlines, taking a proactive, organised and effective approach to problem solving.
- an understanding and ability to interpret Enterprise Agreements and Awards.

MANAGEMENT SKILLS

The officer shall have the ability to manage time, set priorities and plan and organise their own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timeframe.

INTERPERSONAL SKILLS

The officer shall have the ability to:

- gain cooperation and assistance from clients, management and other employees.
- write reports and prepare external correspondence relating to payroll and superannuation.
- handle sensitive and confidential matters with tact, discretion and diplomacy.
- communicate effectively with staff in terms of providing payroll advice, maintaining confidentiality where appropriate, and the ability to communicate effectively with a wide range of individuals.

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 organisation 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 Coordinator / 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.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct
- 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 are beyond those acquired through secondary education alone. Skills and knowledge may be acquired through completion of a degree or diploma course or through relevant experience and work skills commensurate with the requirements of the position description.

KEY SELECTION CRITERIA

1. Demonstrated experience in end-to-end **payroll processing** in accordance with Award and Enterprise Agreement entitlements and conditions.
2. Demonstrated sound working knowledge and understanding of **Payroll, Taxation and Superannuation legislation** relevant to Local Government, including experience in interpreting legislation and the ability to provide payroll advice and support.
3. Sound **knowledge of general accounting and financial reconciliations** with the ability to produce payroll related reports as requested.
4. Ability to maintain accurate payroll, WorkCover and superannuation **data and records, and produce periodic and adhoc reports as required.**
5. Excellent **interpersonal skills** with the ability to liaise effectively with a wide range of customers and service providers with discretion, empathy and sensitivity.
6. Excellent **computer literacy** including the use of excel as an analytical and reporting tool
7. Ability to **contribute and work effectively in a team environment.**
8. Demonstrated **organisational skills** with the ability to accurately process large volumes of work whilst meeting strict deadlines, taking a proactive, organised and effective approach to problem solving.
9. Ability to **proactively identify opportunities for generating workplace innovation**, fostering a culture of continuous improvement and taking responsibility for initiating outcomes.
10. A **related degree or diploma** in Finance or Human Resource Management is **desirable.**

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

APPROVAL

Prepared By:	Claire Tehan, People and Culture Manager
Approved By:	Eric Braslis – Chief Executive Officer
Reviewed By (P&C):	Janina Isted, Coordinator People and Development
Date:	June 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.