



# PAYROLL COORDINATOR

## POSITION PROFILE

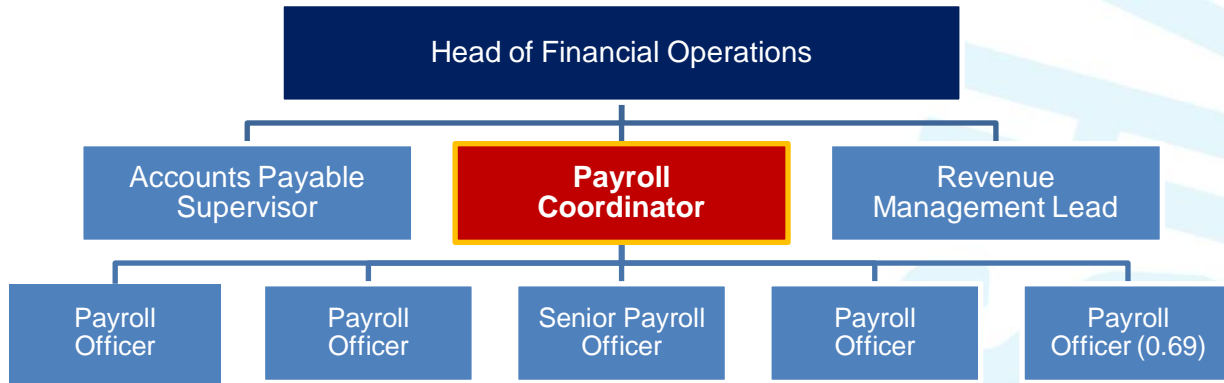
<b>Division</b>	Corporate Support	<b>Status</b>	Permanent, 35 hours/week
<b>Unit</b>	Financial Services	<b>Salary Grade</b>	Grade 13
<b>Reports to</b>	Head of Financial Operations	<b>Reviewed</b>	October 2021

## POSITION PURPOSE

The Payroll Coordinator will:

- Manage the entire end-to-end Payroll function to produce a fortnightly payroll service to the organisation including contributing in a 'hands-on' capacity when necessary.
- Lead and manage the Payroll team within the Financial Operations Group, embedding a culture of high performance, integrity, professionalism, continuous improvement and delivering exceptional standards of customer service.
- Manage the integrity of the payroll data by implementing appropriate processes and using all available system functionalities to accurately capture all necessary information. This includes ensuring the accurate creation, verification, and processing of transactions relating to staff commencements, occupancies, leave, workers' compensation, and terminations, ensuring data capture compliance with all relevant Awards, Agreements, legislation and organisational policy.
- Manage all legislative and industrial compliance across the payroll landscape, implementing an appropriate regime of compliance reporting to mitigate any potential risk and issues to Council.
- Manage all end of month and end of financial year payroll processes ensuring all necessary accounting, auditing and financial reporting requirements are satisfied.
- Partner with key business stakeholders to continually transform the payroll function. Identify important payroll initiatives, outline specific data needs and execute solutions to business problems by using data analysis and advanced payroll analytics in order to drive impact.
- Provide specialist expertise and advice to the organisation in relation to all payroll related matters including, where appropriate, the interpretation of Awards, Acts, Regulations and organisational policy.
- Project manage all Payroll related projects including the coordination of HR/Payroll system design, enhancements, upgrades and testing.
- Work closely with the Head of Financial Operations and the Financial Services Leadership Group, to meet the strategic objectives of Sutherland Shire Council.
- Act as the Head of Financial Operations when necessary and perform other duties as required.

## TEAM STRUCTURE



## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> <li>You will have a tertiary qualification in payroll administration, human resource management, accounting, or any other related discipline.</li> </ul>
	Essential	<ul style="list-style-type: none"> <li>You will have demonstrated experience in a senior role of a payroll function in a large and complex organisation.</li> <li>You will have strong leadership skills and proven ability to build a high performing team.</li> <li>You will have time management and organisational skills, with the ability to work under pressure, and be well organised and meet strict deadlines.</li> <li>You will have proven advanced IT literacy levels and a proven ability to maintain, develop and enhance large payroll systems.</li> <li>You will have a proven ability to operate within a changing environment and make constructive decisions.</li> <li>You will have strong emotional intelligence and a proven ability to work collaboratively and foster effective relationships with people at all levels both internally and externally.</li> <li>You will have the necessary hardware, technology and connectivity to work effectively from home or remotely as part of Council's Business Continuity Plan.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>You may have demonstrated experience with the Aurion HR/Payroll system.</li> </ul>

## CORE CAPABILITIES

### Attributes

- **Decision making:** Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them.
  - **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them
  - **Critical thinking:** Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.
  - **Communication skills:** able to articulate complex and technical matters in simple terms.
  - **People skills:** empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.
- Team focussed:** Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues

## OUR VALUES



### Behaviours

- **Collaborate** - *We are a united team. We work together to deliver great outcomes for our community.*
- **Achieve** - *We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community.*
- **Respect** – *We communicate openly, act with integrity and are inclusive.*
- **Evolve** – *We look for opportunities and embrace change, championing new ideas, and celebrating solutions.*

## CORPORATE OBLIGATIONS

<b>Employees</b>	There are five (5) employees directly reporting to this position. This is comprised of 1 FTE Senior Payroll Officer and 3.69 FTE Payroll Officers.
<b>Delegations</b>	Authority to operate within the Delegations attached to the position
<b>Risk Management</b>	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
<b>Workplace Health and Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
<b>Code of Conduct</b>	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council's Workplace Behaviour Guidelines.
<b>Enterprise Content Management</b>	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.
<b>Continuous Improvement</b>	Identify obsolete and inefficient practices and recommend changes where appropriate.
<b>Customer Focus</b>	Championing an exceptional customer experience and evaluating customer satisfaction in order to continually improve service delivery.

Payroll has been deemed a business critical function as part of Councils Business Continuity Plan (BCP). The incumbent of role must have the necessary hardware, technology and connectivity to work effectively from home or remotely should the BCP be activated.