

POSITION DESCRIPTION

POSITION TITLE:	Payroll Officer
POSITION NUMBER:	4057
DIVISION / SECTION:	Corporate Services
SUPERVISOR:	Manager HR System & Payroll - 5787
CLASSIFICATION LEVEL:	PAT 5 / 6
SALARY RANGE:	PAT 5 - \$81,837 - \$88,613 per annum PAT 6 - \$90,872 - \$97,646 per annum
STATUS (FTE):	1.0
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	1. Ability to obtain and maintain a current NT driver's licence and to obtain current National Police Clearance.

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Payroll Officer is responsible for all payroll functions, including new employee setup, employee masterfile maintenance, payroll preparation, processing, superannuation, salary packaging, payroll tax, STP reconciliation and responding to queries relating to entitlements and salary.

The role is based in Darwin and reports directly to the Manager HR System & Payroll.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Provide a comprehensive, employee focused payroll service including maintenance of all staff pay records and files, provision of documentation and general advice to staff on matters such as the Menzies Enterprise Agreement and leave entitlements.
2. Ensure timely and accurate preparation of payroll and ensure that payroll actions comply with appropriate policies, procedures and legislative requirements.
3. Oversee all taxation transactions relating to payroll and maintain close contact with regulatory agencies to ensure advice and operation is current and in compliance.
4. Ensure all superannuation requirements are met.
5. Receive and provide data to salary packaging providers and ensure that salary packing deductions are accurate.

6. Coordination and preparation of fortnightly, monthly and yearly payroll tasks and processes.
7. Production and reconciliation of fortnightly and annual STP payloads, including lodgement with the ATO.
8. Maintain all payroll records and reconciliations to ensure compliance with legislation and audit requirements.
9. Process data efficiently and accurately to meet deadlines and ensure that supporting documentation is filed for easy reference.
10. Produce reports as requested or required by management, Government authorities, auditors etc.
11. Preparation of monthly, quarterly and annual payroll tax submissions across Australia.
12. Assist with recruitment administration and other Human Resource related administrative functions as reasonably required.
13. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation, along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
14. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

Additional Duties for Appointment at PAT 6:

1. Provide system administration, reporting, configuration, and data management support across Menzies Enterprise Reporting Platform.
2. Develop, provide and assist in the analysis of complex business reports, integrating data from multiple sources and systems.
3. Conceptualise and lead major change initiatives, including supporting the transition project work to a new HRIS.
4. Identify ways to improve current payroll systems and processes, which will provide benefits to services and the organisation.
5. Coach, support and influence supervisors and managers in relation to payroll practices.

SELECTION CRITERIA:

Essential:

1. Substantial experience in a payroll environment, conducting a full electronic payrun with an automated payroll and human resource system.
2. Demonstrated ability to complete payroll reconciliations and payroll related regulatory returns accurately and in a timely manner.
3. Well-developed communication and interpersonal skills, with a proven strong client focus and proven ability to participate in teams and deal with difficult customers.
4. Ability to work effectively with people from diverse cultural backgrounds, demonstrating understanding and sensitivity to cross-cultural issues.
5. Demonstrated ability to work independently or as part of a team managing competing priorities often within short timelines.
6. Demonstrated ability to work under broad direction with high attention to detail and the capacity to problem solve, utilise initiative and apply judgement.
7. High level of competency in human resource management/payroll systems.
8. Demonstrated ability to interpret and apply relevant legislation, Award/Enterprise Agreement conditions and HR policy and Procedures.

9. Excellent organisational, analytical and computer skills, in particular Microsoft Excel.
10. Flexible work approach and an ability to show initiative.
11. Proven ability to deal appropriately with information of a sensitive and confidential nature.

Additional Criteria for Appointment at PAT 6:

1. Tertiary qualification, with subsequent relevant payroll experience; or an equivalent combination of relevant experience and education/training.
2. Demonstrated analytical and conceptual skills and the ability to think laterally to achieve successful outcomes.
3. Experience in coaching, training, and influencing others in payroll practices.
4. Demonstrated ability to conceptualise and lead major change initiatives.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Human Resources Team
DATE: 19 September 2025

PACKAGE COMPONENT	Minimum Value PAT 5/1 (\$)	Maximum Value PAT 6/4 (\$)
Gross Salary (position advertised across Professional Administrative and Technical Staff Level's 5 & 6)	81,837	97,646
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	11,457	13,670
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,647	1,724
Total Salary Package	103,410	121,509