

**Success Profile** Payroll Team Leader  
**Team** People and Culture  
**Supporting Leader** Manager People and Culture

**You will make a difference by**



- leading the Payroll Services Team in the delivery of effective and efficient end-to-end Payroll services
- developing and realising IPC Health's payroll system and processes to their full potential, supporting the delivery of the fortnightly payroll and reporting
- partnering with key stakeholders in the delivery of improvements across process and technology, including delivering education and outstanding customer service
- ensuring compliance with relevant legislation, policies, and procedures related to payroll and taxation.
- Providing reports and contributing to data including support with WGEA
- Key contributor and lead for payroll and relevant audits
- Key to lead and oversee Long Service leave portability scheme
- Integral role in Workcover payments processes with RTW Coordinator

**To succeed, you will need**



- demonstrated experience leading teams to achieving desired outcomes
- demonstrated experience in a payroll environment
- excellent interpersonal and customer service skills, with the ability to liaise at all levels and work in a team environment
- sound analytical, evaluation and problem-solving skills
- demonstrated capacity to plan and prioritise your work to meet deadlines and achieve outcomes
- advanced computer literacy skills including experience in Chris21, ichris or similar payroll software and Microsoft Office programs such as Excel
- Knowledge of Enterprise Agreement interpretations and implementations

**You will improve and promote One Team IPC Health by**



- acting with purpose, measuring our results, and celebrating achievements (**We make a difference**)
- going above and beyond, demonstrating understanding and respect for our communities and each other (**We are passionate**)
- learning, experimenting and innovating (**We are creative**)

**We will contribute to your success by**



- providing opportunities for you to share what is important to you, your wellbeing, and what you need
- aligning the contribution you make to IPC Health's strategy
- guiding you in what to do, when and how to do it
- developing your skills with regular feedback and exploring career opportunities
- ensuring you feel fulfilled at the end of each work day
- being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities



### Key Deliverables and Measures

- Compliant and timely fortnightly end-to-end payroll services.
- Improve the quality and efficiency of Payroll Services processes and systems.
- Effective leadership and supervision of Payroll Services team members measured by outstanding customer service and efficient payroll outcomes.
- Implementation and change management of payroll system changes within agreed timelines.
- Deliver projects that enhance workforce and payroll outcomes, such as new technologies, updated technologies or new procedures to enhance efficiency.



### Key Relationships

- Manager People and Culture
- Payroll Services team members
- Senior Manager Finance
- People and Culture team members
- Safety and Wellbeing Partner
- External providers



**MINDFULNESS**



**IMPACT**



**INNOVATION**



**DIVERSITY**

At IPC Health, we believe that strong leadership is a state of MIND. We are all leaders.

**MIND** ipcHealth  
leadership

## Mindfulness

in leadership is represented by the focus and presence of mind to act with integrity, grit, resilience, adaptability and kindness — even in challenging circumstances.

## Impact

in leadership is a mindset that compels you to seize opportunities, to act with self assurance, to inspire action, and to empower others through active listening and communication.

## Innovation

in leadership is a growth and learning mindset that thrives in ambiguity, senses change, fosters deep curiosity and enables experimentation and creativity to thrive.

## Diversity

in leadership is a mindset that enables the awareness, empathy, collaboration and diplomacy to communicate, engage and work with anyone.