

POSITION DESCRIPTION

Position Title	Payroll Officer	Classification	Band 5
Group	Customer, People and Performance	Business Unit	People and Culture
Direct Reports	Nil	Date	April 2026
Reports to	Senior Payroll Officer		

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

The Payroll Officer is responsible for providing an efficient and compliant payroll service to the organisation as well as ensuring that payroll is processed in accordance with the relevant Awards, Cardinia Shire Council Enterprise Agreement, Statutory Requirements and Council policies and procedures.

The Payroll Officer is often the first point of contact for new starters and existing employees regarding payroll queries and administration, therefore a customer-focused service mindset is key to the success of this role.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Providing end to end Payroll support to the organisation including:
 - End to end processing of the fortnightly payroll (including commencements and

- terminations).
 - Monitor the Payroll inbox on a daily basis and ensure that work is completed within the applicable pay cycle.
 - HRIS administration ensuring integrity of the Payroll System at all times, by ensuring that it is up to date and that appropriate approvals have been received for any changes.
 - HRIS reporting, including management of the system and security
 - PAYG processing
 - Salary and leave administration (e.g. commencement, incremental progression, variations to employment status and perform calculations for employment arrangements such as annualised salaries etc)
 - Administration of new employee's superannuation funds, as well as setting up SMSF
 - Respond to internal and external enquiries regarding payroll related matters, providing accurate advice based on our Enterprise Agreement, legislation and policies and procedures.
 - Provide Aurion Self Service Training to new employees and assist with Aurion Self Services queries.
 - Processing of third-party payments, which include, but not limited to, Union Fees, Child Support and Private Health Insurance
 - Assist with Month end and EOFY tasks & reporting.
- Contribute to projects that will lead to the improvement of service delivery and enhanced employee experience, including supporting in the implementation of new technology, processes and practices.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Freedom to act set by clear objectives with frequent consultation with supervisor and a regular reporting to ensure adherence to plans.
- Decisions and actions taken are subject to review by the supervisor.
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Make operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.

JUDGMENT AND DECISION MAKING

- Objectives of the work usually well defined, but method, technology, process or equipment must be selected from a range of available alternatives.
- Guidance and advice is usually available within a time to make a decision.

- May involve problem solving using guidelines, professional/technical knowledge or experience.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to develop and maintain effective relationships with a diverse range of stakeholders to achieve desired outcomes.
- Ability to research and analyse information and prepare reports for consideration.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and a understanding legal and political context in which it operates.
- Possess a knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

INTERPERSONAL SKILLS

- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to work independently yet be an effective member of a multidisciplinary team.
- Ability to gain the cooperation, assistance and trust of other employees with the organisation.
- Provide high-quality support and guidance with a demonstrated ability to work collaboratively.
- Proven ability to build and maintain productive and respectful relationships.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.

MANAGEMENT SKILLS

- Ability to ensure accuracy of written and verbal communication in a busy environment.
- Ability to operate in an environment with demanding workloads and time constraints.
- Develop and implement processes and provide support to the organisation when change is required.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Experience in Payroll Services/or previous experience in a similar role.
- Experience in providing business support to a People and Culture/Finance function.
- Demonstrated skills and experience in the use of and administration of payroll services and systems.
- Certificate III in Finance/HR (desirable)
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- Relevant Payroll/Finance/HR experience
- Strong level of attention to detail and accuracy
- Provide accurate and timely communication to a diverse range of stakeholders.
- Well-developed written and verbal communication and interpersonal skills including the capability to build and maintain effective relationships with stakeholders with a diverse range of internal and external stakeholders.
- Effectively administer and coordinate numerous payroll tasks/projects, including setting work priorities to meet deadlines.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure

This is a full-time maximum term position.

Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.