



Position Description

Position Title	Payroll Adviser
Department	People and Culture
Reports to	Director People and Culture
Direct Reports	Nil
Purpose and Objectives	<p>The Payroll Adviser is responsible for delivering end-to-end payroll services that are accurate, compliant, and responsive to the needs of St Peters Lutheran College.</p> <p>As a member of the People and Culture department, the Payroll Adviser provides specialist payroll expertise, accountability for payroll delivery, and assurance of compliant and efficient payroll outcomes. This role requires the highest standards of professional integrity, discretion, attention to detail, and a service-focused mindset, together with strict confidentiality and accuracy in the management of payroll and employment records.</p> <p>This is a hands-on senior payroll role that combines subject-matter expertise with day-to-day payroll administration. Reporting to the Director, People and Culture, the Payroll Adviser has a critical role in ensuring employees are paid correctly and on time, while also providing expert payroll advice, compliance assurance, and driving improvements in payroll processes, systems and internal controls.</p> <p>This position acts as the key liaison between the College and its external payroll partner, ensuring the efficient and timely delivery of payroll operations, quality assurance, legislative compliance, service performance and the timely delivery of payroll cycles, reporting and employee entitlements.</p> <p>Through high level professional judgement, strong stakeholder relationships, and a commitment to service excellence, the Payroll Adviser supports a positive workplace culture and contributes to the College's operational effectiveness, financial governance, and statutory compliance obligations.</p>
Key Accountabilities	<p>Payroll Delivery and Compliance</p> <ul style="list-style-type: none">• Deliver accurate, timely, end to end payroll services, including fortnightly payroll processing, out of cycle payments, and termination entitlements, in collaboration with the external payroll partner.• Ensure all payroll outcomes comply with relevant legislation, industrial instruments, employment contracts, and statutory reporting requirements, including Single Touch Payroll (STP), superannuation, taxation, and workers' compensation.• Complete statements of service, manage and monitor leave, and conduct payroll calculations for employee classifications.• Lead payroll impacts arising from organisational or workforce changes, including enterprise agreement changes and system or process transitions.• Ensure payroll continuity through effective planning, documented procedures, and contingency arrangements to mitigate disruption risks and ensure on-time payroll delivery.



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External Payroll Partner Management and Government Liaison

- Act as the primary liaison between the College and the external payroll provider, monitoring service delivery, resolving operational issues, and reporting on performance against agreed service levels and contractual requirements.
- Act as the primary liaison with government organisations and statutory bodies relevant to payroll matters, as approved by the Director People and Culture.

Payroll Systems, Records and Data Integrity

- Maintain the accuracy, confidentiality, and security of payroll systems, data, and employment records, ensuring appropriate access controls, quality assurance checks, and compliance with record keeping obligations.
- Maintain strict confidentiality of employee information and manage permissions and access to payroll systems, payroll inbox and payroll-related data.
- Monitor, investigate, and report payroll discrepancies, including overpayments and separations, and ensure corrective actions are implemented.
- Provide assurance on payroll risk management, including supporting internal and external audits, responding to audit findings, and implementing corrective actions to strengthen payroll controls and compliance.

Payroll Advice, Query Resolution and Stakeholder Support

- Provide clear, accurate payroll, entitlement, and compliance advice to employees, managers, and internal stakeholders.
- Coordinate the effective resolution of payroll-related queries in conjunction with the external payroll partner.
- Support authorised stakeholders (including People & Culture and Finance) with payroll data extraction, analysis, reporting, and insights to support operational, compliance, and workforce planning outcomes.
- Build and maintain strong, professional relationships across the College through clear, timely, and effective communication.
- Exercise professional judgement in payroll decision-making, escalate payroll risks or compliance issues as required, and provide clear advice to the Director, People and Culture on matters with organisational risk implications.

Leadership, Capability and Service Excellence

- Contribute to a positive, collaborative workplace culture through professional conduct, effective communication, and role modelling of integrity, accountability, and inclusion.
- Maintain the highest standards of professional integrity, confidentiality, accuracy, and diligence in undertaking responsibilities.
- Use initiative to prioritise tasks and manage workflow in line with College priorities, approved plans, and required performance standards.
- Represent the College positively when engaging with internal and external stakeholders to build understanding and confidence in payroll practices.

Continuous Improvement and Professional Practice

- Regularly review payroll processes, controls, and standard operating procedures to improve efficiency, consistency, compliance, and customer experience, including the adoption of system and process enhancements.
- Maintain up to date payroll and legislative knowledge and actively contribute to improvements in payroll practice across the College.



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<p>Key Relationships</p>	<p>Internal: Staff, managers, People and Culture team members, Finance department</p> <p>External: External payroll provider, auditors, superannuation funds, government agencies</p>
<p>Selection Criteria</p>	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>Experience and qualifications</p> <p>SC1: Relevant tertiary qualifications in payroll, human resources, business, accounting or a related discipline, and/or proven record of achievement and significant demonstrated experience in a similar role with professional payroll certification and experience in education sector highly regarded.</p> <p>Knowledge, skills and capabilities</p> <p>SC2: Demonstrated extensive knowledge and experience in payroll administration, delivering end-to-end payroll services in a complex organisation, with a proven ability to ensure payroll accuracy, timeliness, and compliance with relevant legislation, industrial instruments, employment contracts, taxation, superannuation, Single Touch Payroll (STP), and workers' compensation requirements.</p> <p>SC3: Proven capability in maintaining the integrity, confidentiality, and security of payroll systems and employment records, including managing access controls, quality assurance processes, payroll discrepancies, and audit requirements, with the ability to identify, resolve, and mitigate payroll and compliance risks.</p> <p>SC4: Demonstrated experience reviewing and improving payroll processes, controls, and standard operating procedures to enhance efficiency, consistency, compliance, and customer experience, including managing payroll impacts of workforce or enterprise agreement changes and ensuring payroll continuity through effective planning and documentation.</p> <p>SC5: Strong ability to provide clear, accurate payroll and entitlement advice, resolve payroll-related queries, and build effective working relationships with internal and external stakeholders, exercising sound professional judgement in decision-making and escalation of payroll matters.</p> <p>Personal capabilities</p> <p>SC6: Demonstrated commitment to the highest standards of professional integrity, confidentiality, accuracy, and diligence, with the capability to contribute positively to a collaborative workplace culture, manage competing priorities, and represent the College professionally in payroll-related engagements.</p> <p>SC7: Demonstrated commitment to reach their own potential (Plus Ultra-More Beyond) and in manner that aligns with the College's strategic and operational objectives and values.</p> <p>Christian Ethos</p> <p>SC8: An understanding of, respect and demonstrable support for the College's Christian ethos.</p>



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Position Status	Permanent
Hours of Duty	Full time – 38 hours per week
Classification	Schedule 10 - School Officers Level 6
Annual Salary	\$87,210 to \$106,200 per annum plus superannuation. Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068 Occasional travel to St Peters Lutheran College Springfield is required as part of this role.
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.



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Compliance Requirements	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other Relevant Information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
Further Information	<p>Further information about St Peters can be found at www.stpeters.qld.edu.au</p>

May 2026