

Payroll Coordinator

Position Level: L4

Location: Perth

Effective: October 2026

Responsibilities

The Payroll Coordinator is responsible for coordinating Pilbara Ports' payroll and reporting, ensuring employee remuneration is processed on time, accurately and in compliance with statutory legislation and industrial agreements.

Reporting

The Payroll Coordinator reports to the Compensation and Benefits Lead.

Accountabilities

Result Area	Major Activities
1. Safety and People	- Further a safe, inclusive, and collaborative workplace, which supports the mental health and wellbeing of self, and others. - Identify actions and changes leading to continuous improvement of safe work environments; both physically and psychologically.
2. Integrated Management Systems:	- Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security. - Keep up to date with employment related legislation, Enterprise Agreements, Awards and policy requirements applicable to the performance of the duties of this position, and apply, maintain and provide input into P&C policies and procedures that support the organisation and reflect best practice.
Payroll Coordination:	- Coordination of end-to-end processing of Pilbara Ports and any subsidiary payrolls, and payments to the Board in compliance with Enterprise Agreements, Awards, Western Australia Government Wages Policy and Fair Work legislation, including preparation of monthly Payroll Tax Calculations - Completion of all payroll activities related to the onboarding and offboarding of employees, including termination calculations and estimates. - Liaise with Pilbara Ports' Payroll Managed Services Provider (Payroll Provider) to ensure the administration, compliance and reporting of all statutory obligations, including superannuation. - Provide payroll related support and advice employees, managers and People and Capability colleagues on payroll queries and issue resolution. - Provide support and guidance to the Administration Officer (Payroll). - Identify and implement payroll improvements. - Triage queries received through the payroll inbox and assign them to the payroll team.
3. Payroll System Administration and Improvement:	- Undertake research, investigation and resolve issues identified through exception reports and payroll queries. - Undertake testing for all system upgrades and changes. - Remain abreast of changing in legalisation and implement, in areas such as Single Touch Payroll and superannuation.

	- Identify through feedback, research and analysis, opportunities to improve and streamline processes to meet business requirements that require technical or system solutions, including advice to management on best practice. - Analyse data to identify areas of risk and trends designed to improve the management of payroll data. - Scope and develop plans to improve or rectify processes following formal audit recommendations. - Complete and manage system changes using formal change management approaches including satisfactory user acceptance.
4. Payroll Reporting and Compliance:	- Review employees' entitlements (e.g. leave credits and accruals) ensuring that the information is correct on the system through a systematic audit process. - Facilitate audits by providing records and documentation to auditors. - Participation in internal and external supplier, auditor, or other payroll related audits. - Develop and maintain reporting for management tools to the business. - Reconcile Superannuation reports and work with Finance on reporting requirements, including end of month.
5. Industrial Relations:	- Keep up to date with relevant legislation information, (i.e. changes to ATO requirements, Superannuation, Modern Awards and Enterprise Agreements). - Where required, liaise with legal representatives, unions, and Staff Consultative Committees, in relation to deceased estates and other industrial relations matters. - When required, assist with methodology and calculations for benefits/incentive in Enterprise Agreement negotiations.
6. Other Duties:	Other duties as directed by the Executive General Manager Safety, People and Environment or People and Capability Manager, consistent with the scope and level of the position.

Selection Criteria

Qualifications:

- Bachelor's degree in accounting, Business Administration, Human Resources, or related field required.

Personal Attributes:

- Behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity and promotes employee mental health and wellbeing.
- An ability to think critically, exercise sound judgement and apply logic across a range of sensitive employment matters, whilst remaining empathetic.
- A team player, who enjoys working with others to achieve positive and successful outcomes.

Work Related Requirements:

- Demonstrated experience coordinating payroll processing, including preparation.
- Proven ability to interpret employee conditions such as awards and/or enterprise agreements as well as a sound understanding of current legislation such as superannuation and long service leave.
- Proven ability to work independently and be responsible for meeting deliverables in a timely manner and under pressure.
- A sound understanding of termination calculations including all leave types, superannuation, and eligible termination payments.

- An understanding of basic accounting principles and proven ability to manage confidential and personal information.
- Strong attention to detail and thoroughness in dealing with queries and issues and understanding the interrelationships that exists within payroll processing and impacts on the general ledger and end user reporting.

Sound computing skills, and the ability to gain a Maritime Security Identification Card are prerequisites for this position.