

**Success Profile** Payroll Officer  
**Team** People and Culture  
**Supporting Leader** Team Leader Payroll Services



**You will make a difference by**

- providing efficient, effective and timely payroll services for IPC Health and its people, in accordance with enterprise agreements and regulatory requirements
- building and establishing trust and confidence with Payroll Services through outstanding customer service so that our people can focus on providing services to our community
- assisting with the day-to-day development of IPC Health's payroll system and its processes to its full potential.



**To succeed, you will need**

- demonstrated experience in a payroll environment with the ability to autonomously facilitate end-to-end processing
- comprehensive knowledge and ability to understand and interpret relevant legislation and Awards
- 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 enterprise payroll software and Microsoft Office programs such as Excel



**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

- Efficient and accurate end-to-end payroll administration, processing and reporting within agreed timeframes, including year-end preparation
- Timely and exceptional customer service, assistance and support with employee queries
- Maintain reports and payroll transactions to support the integrity of the system and to meet audit and compliance requirements
- Collaborate with internal and external stakeholders such as Finance or the Salary Packaging services provider, to produce and administer all necessary reporting and actions
- Evaluate and analyse existing payroll operations and business processes and recommend improvements supporting best practice



### Key Relationships

- Team Leader Payroll Services
- Manager People and Culture
- People and Culture team members
- Manager Financial Services
- Finance team members
- External providers i.e., Superannuation, Maxxia



MINDFULNESS



IMPACT



INNOVATION



DIVERSITY

## 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.

At IPC Health, we believe that strong leadership is a state of MIND.

We are all leaders.

**MIND** ipc health  
leadership