

POSITION DESCRIPTION

Position Title:	Payroll Officer		
Classification:	Band 5	Status	Full Time
Group:	Customer, People and Performance	Business Unit:	People and Culture
Reports to:	Senior Payroll Officer		
Direct Reports:	NIL	Date:	February 2024

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 contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

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 End of Financial Year 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.
- Adhere to policies and standards for cyber security measures and follow best practices in IT safety.
- 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.

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.
- Be accountable for the accuracy, integrity and compliance of all payroll data and business process administration relating to delegations, authorities and approvals.
- Decisions and actions taken are subject to review by the supervisor.

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.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge and application of payroll principles, practices and associated legislation.
- Ability to develop and maintain effective relationships with a diverse range of stakeholders to achieve and influence desired outcomes.
- Ability to research and analyse information and prepare reports for consideration.
- An understanding of long-term unit goals and appreciation of wider organisational goals.
- Incumbents require an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.

INTERPERSONAL SKILLS

- To communicate effectively with all levels of Council and the community.
- 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.
- Ability to maintain confidentiality at all times.
- Well-developed written and verbal communication skills.
- Provide high-quality support and guidance with a demonstrated ability to work collaboratively.

MANAGEMENT SKILLS

- Ability to plan, organise, set priorities and manage time, so that organisational resources are optimised and objectives are achieved within a timetable.
- 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. Understanding of project management principles and practices.

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)

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 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.