

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Payroll Lead
Classification:	Band 6
Business Unit:	People and Culture
Directorate:	People and Performance
Reports to:	People and Culture Coordinator

Our Vision and Values

Vision

Southern Grampians is a growing inclusive and connected community that fosters sustainability, diversity, and innovation

Values

Innovative – we will be open to new ideas, will welcome creativity and embrace change

Respectful – we will be caring, accept differences and value diversity

Collaborative – together we will work smarter to achieve agreed common goals

Trusting – we will be open, honest, and brave

Empowering – we will delegate opportunities, and develop and inspire success

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

This role is responsible for ensuring the accurate coordination of Payroll in an efficient and effective manner including managing the Payroll Module, processing reports and delivery of People and Culture projects as required.

Key Responsibilities

- Ensure accurate and timely preparation and payment of Council wages
- Responsible for the weekly timesheet data entry
- Reconcile Payroll balances including balancing to ledger accounts and reconciling leave balances to ensure all staff entitlements are accurate and up to date
- Maintain accurate superannuation records and ensure employer obligations are met
- Maintain taxation records and ensure Councils obligations are met
- Ensure statutory obligations relating to Payroll are met
- Record and implement salary and wage variations as they occur
- Prepare redundancy estimates when required and process terminations and redundancy payments
- Process back pays and salary increases
- Prepare correspondence, reports and statistics as required
- Prepare documents in relation to the recruitment process as required
- Contribute to the improvement and development of systems and procedures to increase the efficiency of Payroll and Human Resource functions
- Interpret and apply the relevant Awards, Council's Enterprise Agreement and Council policies and procedures
- Develop, update, and maintain Payroll files, databases, and spreadsheets
- Ensure best practice Payroll processes are undertaken, such as regular checking of data entry, audits and reports of Payroll are conducted in order to minimise errors
- Coordinate Payroll data in relation to WorkCover processes, including balancing WorkCover work orders and other related financial duties
- Human Resources Management System administrator
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- Coordinate special projects and investigations as directed by the People and Culture Coordinator
- Work well as part of a team, provide excellent customer service and contribute to the development of continuous improvement concepts
- Assist with Human Resources and Payroll programs to ensure they meet organisational objectives
- Provide Payroll and Human Resource advice when needed
- Assist with the preparation of annual financial statements, Grants Commission Returns, and other financial and statistical reports and surveys

Extent of Authority

- Module Owner for Payroll and Human Resources
- Delivery of defined projects in a timely and efficient manner
- Ensuring compliance with appropriate legislation, agreements, policies and procedures, and relevant standards
- Accountable for the quality and accuracy of tasks undertaken
- Prime responsibility for the role with minimal supervision
- Freedom to act is governed by clear objectives and tasks
- Regular reporting
- Provide advice to senior management relating to Payroll matters
- Commit to and adhere with Child Safety standards and Council's requirements

Judgement and Decision Making

- Ability to work with the whole organisation on complex and technical issues and offer solutions
- A significant degree of the work involves research, identification, and application of optional courses of action in consultation with the People and Culture Coordinator and Manager People and Culture
- Assist with the development of operational and strategic plans and policies
- Be accountable for meeting the People and Culture objectives including maintaining an optimum level of customer satisfaction
- Provide guidance and advice for senior management
- Ability to problem solve and make decisions.

Specialist Skills and Knowledge

- Advanced skills in technology applications for People and Culture systems
- Broad overall experience in People and Culture administration
- Problem solving and research skills of a higher order
- Well-developed research and presentation skills
- Negotiation skills and ability to assess complex issues and identify relevant solutions
- Thorough knowledge & understanding of Payroll principles and procedures
- Demonstrated knowledge of computer hardware and operating systems, including Microsoft Office
- Demonstrated understanding of Human Resource principles and practices
- Demonstrated understanding of relevant legislative requirements and industrial awards and agreements effecting Council's workforce

- Working knowledge and appreciation of personnel practices in relation to equal opportunity, occupational health and safety, and training and development
- Knowledge of the principles and practices of Human Resource Management and relevant legislation
- Well-developed skills in the monitoring and control of Payroll function
- Ability to provide direction, leadership, and training to other employees

Management Skills

- Ability to manage own workload with limited supervision
- High level of self-motivation in managing and prioritising accountabilities and meeting deadlines
- Well-developed workload planning, organisation, and strategic thinking skills
- Demonstrated ability to prepare clear and concise reports
- Ability to analyse options and make logical decisions
- Demonstrated ability to function as a consultant within the Organisation and provide services that meet the needs and expectations of internal customers
- Ability to achieve objectives within prescribed timelines
- Developed analytical and numeracy skills
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents

Inter-personal skills

- Ability to communicate effectively with staff, clients, and members of the public
- Ability to work harmoniously in a team environment, and to promote a team approach to work practices
- Well-developed verbal and written communication skills
- High level of analytical skills including a grasp of technological issues
- Ability to provide reports / correspondence to Management
- Ability to maintain confidentiality

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

Qualifications and Experience

- Completion of a degree, diploma, or several years' experience in the Payroll field
- A sound understanding of Payroll functions and associated computer systems
- High level numeracy and analytical skills with strong attention to detail
- Current Victorian Driver's Licence
- Current Working with Children Check

Key Selection Criteria

The employee will demonstrate the following:

- Experience in Payroll processes including interpretation of Award provisions, Superannuation, Tax and Single Touch Payroll
- Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions
- Ability to gain cooperation and assistance from other employees and external stakeholders
- Ability to produce reports and assist with People and Culture project management

- Ability to use initiative, maintain confidentiality, maintain accuracy, and meet deadlines in a high-volume work area
- Excellent written, verbal and computer skills, including working knowledge of Excel

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

Signature: _____

Date: _____