


<div data-bbox="319 224 542 448" style="background-color: #0070C0; color: white; border-radius: 50%; width: 140px; height: 100px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Role Title </div> <div data-bbox="343 481 518 649" style="background-color: #4F81BD; color: white; border-radius: 50%; width: 110px; height: 75px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Group </div> <div data-bbox="231 1758 391 1892" style="text-align: center;">  <p style="font-size: 10px; margin: 0;">Clarence... a brighter place</p> </div>		<p style="font-size: 24px; font-weight: bold; margin: 0;">Payroll Officer</p> <p style="margin: 0;">Role Description</p>				
		People, Safety and Culture				
	Incumbent	Vacant				
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	Head of People, Safety and Culture	Nikki Curtin				
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	Chief Executive Officer	Ian Nelson				
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	<p>Position Number: 1013</p>
	<p>Development Date: November 2023</p>

People, Safety and Culture Group Objectives

The People, Safety and Culture Group is responsible for strategically positioning our people capability and organisational design and development to meet current and future needs of the City of Clarence and provide leadership on a range of operational services across council.

Essential Duties and Responsibilities

To support the efficient operations of the People, Safety and Culture Group by delivering a diverse range of payroll activities, under the guidance of the Lead Payroll, including:

- Processing end to end fortnightly payroll, under the guidance of the Lead Payroll.
- Processing payroll maintenance and variations with high-level accuracy and efficiency, including higher duties, work pattern and contract changes.
- Entering all new employees in the Human Resource Information System (HRIS).
- Processing terminations and calculating and processing back pays, ensuring accuracy and compliance.
- Regular and ad-hoc reporting.
- Processing fortnightly PAYG.
- Generating and uploading the fortnightly superannuation contributions report.
- Processing contractor superannuation payments on a monthly basis.
- Assisting with reconciliation of worker's compensation returns and reports.
- Maintaining work rights checks for employees on visa's, maintaining visa details in the HRIS and producing regular reports for monitoring of compliance with rights.
- Timely and accurate management of payroll records and data into the document management system.
- After pay procedures, including allowance and deduction reporting and reconciliation.
- Assisting with month and year end payroll procedures, as required.
- Liaising with employees and managers on payroll related queries.
- General payroll administration.

Participate in the maintenance of the HRIS aimed at better servicing organisational needs and requirements with the support of the Information Technology Services Group by:

- Learning the system and assisting where necessary in the maintenance of the software in relation to the organisation's HRIS (TechnologyOne), and
- Providing support to testing updates and developments as required.

The essential duties and responsibilities of the role are outlined above however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All employees must:

- Comply with all reasonable and lawful directions
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace
- Comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter
 - Procurement Policy and Code for Tenders and Contracts
 - Fraud Policy
 - Workplace Behaviour and Code of Conduct Policies
 - Work Health and Safety Policy and Procedures, and
- Perform all duties to the best of their ability at all times.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

Organisational Relationship

The Payroll Officer reports to the Lead Payroll.

Salary Range

This position is covered by the Clarence City Council Enterprise Agreement #11/2021, or any subsequent agreement. This position sits within the Pay Point 13 to Pay Point 18 range.

The position has been sized at Pay Point 18.

Selection Criteria

Essential

- Qualifications in payroll, accounting and/or experience in a similar role.
- Demonstrated knowledge and experience of HR processes and legislation in regard to:
 - payroll (including taxation and superannuation)
 - workers' compensation administration, and
 - understanding of Awards and Agreements.
- Experience with a computer based human resource information systems.
- Well-developed digital literacy skills and the ability to adeptly use technology to facilitate service provision and collaborate with stakeholders as required.
- Data-driven mindset with the ability to understand and interpret reports.
- Well-developed interpersonal skills, including presentation skills, negotiation skills and the ability to adjust communication and tactics or priorities in response to organisation or audience requirements.
- Sound experience in building and maintaining effective relationships and to develop practical solutions and recommendations to address the needs of a variety of stakeholders.
- Adaptable and resilient, with experience in working through challenges, and able to persist in the face of challenges.
- A strong capacity to manage time, set priorities and plan work to ensure set objectives are met in time and within budget.
- An ability to work effectively in a team environment and contribute toward team outcomes.

Desirable

- Experience with TechnologyOne payroll.
- Experience in local government.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO
 - Sitting posture for prolonged periods.
 - Lifting and carrying office equipment (about 15kgs).
 - Operating computers.