

Position Title	Payroll Officer
Department	People and Performance
Unit	Human Resources
Team	Payroll Team
Supervises	N/A
Reports To	Team Leader Payroll
Grade	E
Date Prepared	26/05/2021
Date Last Updated	26/05/2021

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The Payroll Officer is responsible for providing support and assistance in carrying out Council's payroll function in accordance with the Local Government Act and relevant industrial instruments and Regulations, Council's delegation of authority and prevailing organisational policies and procedures.

Accountabilities

- Ensure accurate preparation and data entry processing of timesheets.
- Calculate and process higher grade, back pay, tax adjustments.
- Monitor leave balances and employee entitlement to payment after collection of relevant forms and certificates.
- Preparation and data entry of all leave applications including an advance payments.
- Liaise with Risk Management in regard to workers compensation claims and payments.
- Establishment and maintenance of employees master file data including change of address, bank deposit details, deductions, allowances and pay rates.
- Confirm system entry of new employees master file details and establish personnel files.
- Checking of payroll exception reports after completion of data entry.
- Send emails with attached payslips to staff. E-mail managers and team leaders advance notice of an employee's pending requirement to produce a doctor's certificate for future sick leave absences.
- Prepare and analyse leave without pay reports.
- Control and distribute master copies of timesheets to all business/corporate units.
- Prepare letter of employment verification and statement of earnings letters as requested by employees.
- Assist with all enquiries in payroll and personnel matters in an accurate, courteous and customer focused manner.
- General filing and maintenance of personnel files.
- Have a full knowledge and understanding of the industrial award and council's policies to implement proper and accurate records for all above tasks.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules

Resources		
Finance	Intermediate	<ul style="list-style-type: none"> • Presents basic financial information clearly and in an appropriate format • Uses funds and records financial delegations in line with financial audit and reporting • Makes expenditure decisions within budget limits • Uses financial and other resources responsibly and helps others understand their obligations to do so

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Demonstrated end to end payroll experience

Essential Experience

- Experience with payroll, document management systems and generic Microsoft products.
- Extensive payroll experience
- Understanding of General Accounting principles
- Ability to plan and prioritise work
- Capacity to work to deadlines

Desirable Qualifications and or Experience

- SAP HR Experience
- SAP CATS module
- Enrolment and/or completion of relevant payroll management qualifications

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>