

Position Title	Senior Payroll Officer
Department	People and Performance
Unit	Human Resources
Team	Payroll
Supervises	Nil
Reports To	Team Leader Payroll
Grade Range	G
Date Prepared	1/03/2023
Date Last Updated	4/04/2023

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 Senior Payroll Officer reports to the Team Leader Payroll and is responsible for supporting the delivery of efficient and accurate payroll processes, data and reporting and the use and maintenance of employee master data. The role ensures compliance with agreed SAP and SuccessFactors payroll processes and the delivery of timely, correct and efficient processes and high quality customer service in accordance with the Local Government Act, Local Government (State) Award, relevant Regulations, Council's delegation of authority and prevailing organisational policies and procedures.

The Senior Payroll Officer assists the Team Leader Payroll and contributes to the improvement and delivery of efficient, effective payroll services to staff and stakeholders and compliance with relevant policies and procedures to ensure high standards of accuracy, compliance and customer service.

Accountabilities






- Ensure payroll processes comply with good practice and deliver accurate, timely outcomes and high levels of customer service.
- Act as the 2IC to the Team Leader Payroll and provide specialist payroll support and payroll process leadership to support the effectiveness and capability of the payroll team.
- Conduct the fortnightly pay run processes in compliance with the documented payroll processes to achieve the targeted cycle times and payroll accuracy and meet the council's obligations.
- Oversee the data integrity and accuracy of employee and salary data and records and the maintenance of employee master data.
- Ensure efficient processes for timesheet and leave processing to support the correct and timely payment of staff.
- Oversee the completion of the workers compensation schedules and processing of accurate payments.
- Check and action payroll exception reports after completion of data entry to support accurate payments to staff.
- Accurate calculation or checking of termination entitlements and payments.
- Ensure payroll master data integrity and produce, analyse and action payroll-related reports.
- Prepare statistical reports and information as required by Council and various organisations including CentreLink, Departments of Housing, Child Support Agency, Australian Tax Office and the Australian Bureau of Statistics.

- Liaise with different organisations, eg. Super Choice, unions, collection agencies and financial institutions, to ensure accurate master records are maintained on all deduction organisations.
- Maintain monthly reconciliation of general ledger payroll clearing accounts in relation to salary and wage payments.
- Undertake or oversee all superannuation and ATO processes, payments and reporting to ensure compliance with Council's obligations.
- Assist with all enquiries in payroll and personnel matters in an accurate, courteous and customer focused manner.
- Maintain a document filing system that is fit for purpose and supports efficient payroll operations.
- Understand the industrial award and council's policies relevant to Payroll matters.
- Keep up to date with payroll related legislation, policies, practices and systems to ensure the Council payroll processes, skills and practices are modern, compliant and efficient.
- Keep up to date with current SAP upgrades and system changes to ensure value is obtained from the Council's investment in SAP and other related systems used in Payroll.
- Participate in as required, payroll-related projects and process improvements to manage risks and improve the efficiency and capability of the payroll team to deliver a high standard of service to customers.

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 – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Advanced
	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		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
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

		<ul style="list-style-type: none"> • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Results		
Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources		
Technology and Information	Advanced	<ul style="list-style-type: none"> • Implements appropriate controls to ensure compliance with information and • Implements and monitors appropriate records, information and knowledge management • Seeks advice from technical experts on leveraging technology to achieve organisational

* 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

Essential Experience

- Minimum 5 years payroll experience
- Use of SAP or similar HR and Payroll systems, including maintenance of employee payroll master data, reporting, payroll compliance and risk management
- Experience in managing end to end payroll processing
- Experience in the interpretation and application of industrial awards
- Experience in use of spreadsheets and Microsoft Office products
- Ability to effectively plan and prioritise work
- Ability to work to and meet deadlines
- Ability to problem solve.
- General understanding of financial processes in relation to payroll principals.

Desirable Qualifications and or Experience

- Development and implementation of payroll process improvements
- Use of Query Manager for SAP reporting

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 record or possess a specific licence?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Licence class required: No Licence Required		
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>