

# STRATHBOGIE SHIRE COUNCIL

## POSITION DESCRIPTION

### PAYROLL AND PEOPLE & CULTURE ADMINISTRATION OFFICER

<b>Award Classification</b>	Victorian Local Authorities Award 2001 – Band 5
<b>Directorate</b>	People & Governance
<b>Reports to</b>	Manager People & Culture
<b>Supervises</b>	Nil
<b>Approved By</b>	Manager People & Culture

### OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

### POSITION OBJECTIVES

- Provide support in the preparation, data input, system maintenance and report generation of Council’s payroll and health processes.
- Provide administrative support to the People & Culture Team.

### KEY RESPONSIBILITIES AND DUTIES

- Provide end-to-end payroll service including preparation, data input, system maintenance and report generation for the payroll function in accordance with Council’s internal procedures and timelines and external payroll requirements.
- Maintain the various payroll and related systems including all required reconciliations and year end processes in accordance with all statutory, industrial and Council policy and procedural requirements.
- Administer the Soft Tissue well-being program.
- Maintain electronic personnel records including scanning and filing as required.
- Provide pay related personnel services to staff as required.
- Initiate and monitor the induction of new employees in close cooperation with their direct manager.
- Set up new employees in the eLearning system and enroll them into induction training courses.
- Initiate and monitor the offboarding and exit processes for resigning or terminated employees in cooperation with their direct Manager and ICT.
- Provide general administration support and assistance to other members of the People & Culture Team as appropriate.
- Perform other duties as required that are aligned with employee’s skills, competencies and training.

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### OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of their duties to prevent injury to themselves and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

### RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.
- Perform the position functions and duties in accordance with risk management provisions of the position description.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Payroll Administration Officer reports directly to the Manager People & Culture and is accountable for the effective coordination of customer service delivery and the maintenance of key customer relationships.
- The position is required to assist the Manager People & Culture with the development of policies, procedures and strategies relevant to the operations of the Payroll Function that delivers industry best practice services.
- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise some discretion in the application of established standards and procedures.

### JUDGEMENT AND DECISION MAKING

- The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- Guidance and advice are always available within time to make a choice.

### SPECIALIST KNOWLEDGE AND SKILLS

- Skills in producing detailed program reports and the ability to provide reports and briefings to senior management.
- Knowledge of Local Government functions, legislation and regulations relevant to the position.
- Understanding of Workplace Health and Safety, Equal Opportunity and other legislation relating to the workplace.
- Ability to operate various software packages and databases including Microsoft Outlook, Word and Excel.
- Knowledge of relevant computerised payroll systems and databases.
- Understanding of relevant legislation, industrial awards and enterprise agreements as it relates to processing employee leave and pay entitlements.

## MANAGEMENT SKILLS

- Skills in managing time, planning and organising work.
- Basic knowledge of personnel practices.
- Ability to work well under pressure when meeting the timelines for a range of payroll activities and processes.

## INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities.
- Skills in preparation of routine correspondence and reports if required.
- Ability to work effectively both independently and within a multi-disciplinary team environment.
- Ability to relate professionally to people from different position levels, backgrounds and culture.
- Ability to maintain confidentiality and understanding of the privacy principles as it relates to the Personnel Payroll Files Maintenance.

## QUALIFICATIONS AND EXPERIENCE

- Proven experience in Payroll, or similar environment.
- Tertiary qualifications and/or experience in Payroll procedures and processes.
- Ability to operate various software packages and databases including Microsoft Outlook, Word and Excel.

## KEY SELECTION CRITERIA

- Well-developed organisational and time management skills in the administration of a range of payroll activities and processes.
- Experience in computerised payroll systems and databases.
- Experience with Microsoft products particularly spreadsheet applications (Excel).
- Understanding of relevant legislation, industrial awards and enterprise agreements as it relates to processing employee leave and pay entitlements.
- Excellent communication and customer service skills, including an ability to work effectively both independently and within a multi-disciplinary team environment.
- Ability to maintain confidentiality and understanding of the privacy principles as it relates to the Personnel Payroll Files Maintenance.

## TERMS AND CONDITIONS OF EMPLOYMENT

The Payroll and People & Culture Administration Officer position is classified as a Band 5 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 5 plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2023. In accordance with Clause 5.1 of the Security Check Corporate Policy this position is a position with relevant inherent requirements (category 13). The initial police check conducted before commencement of employment must be renewed every 3 years. The police check will be initiated by an Authorised Officer.

## SIGNATURES

### EMPLOYEE

Name:

OFFICIAL

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**Signed:**

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**Date:**

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