

Position Description

Position Title	Payroll & HR Officer		
Department	People & Culture	Position Number	PR03
Grade	Grade 7	Location	Council Administration Office - Coonamble
Status	Permanent Full Time	Hours	35 hours per week or 70 hours per fortnight
Reports To	Manager - People, Risk & Improvement	Industrial Instrument	Local Government (State) Award 2023
Date Revised	02/11/2021	Version Number	1
Direct Responsibilities	Payroll, Human Resources		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position is responsible for a broad range of internal payroll and Human Resources functions. This position exists to provide a high level of professional customer service to internal customers through the accurate and timely administration of payroll, IR and Human Resources processes.

This position ensures a high standard of data integrity and reporting, compliance with legislative requirements as well as Council policies, as well as supporting the other functions and HR programs within the People, Risk & Improvement section.

Position Benefits

- 9 day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Payroll

- Perform payroll functions in an accurate and timely manner in accordance with Council policies, procedures, the Award and relevant legislation, including leave, allowances, deductions, salary sacrifice, back payments and termination payments in line.
- Maintain electronic employee registers including master file records, leave entitlements and public holiday leave register. Leave balances are accurate and maintain a high level of data integrity.
- Calculation, processing and payment of superannuation monthly. Superannuation is reconciled annually, with any retirement scheme reporting information provided when required.
- Calculation and processing of Worker's Compensation payments, including the lodgement of Wage Reimbursement Schedules and monthly reconciliations completed.
- Keep up to date with payroll, taxation and human resources changes effecting the Council processes and policies, award changes and legislative changes in addition to payroll software changes. Changes, ATO, Award and employment contract changes, are applied correctly.
- Identify and report on non-compliance and other payroll concerns in accordance with Council policies, procedures, the Award and relevant legislation.
- Complete End of Financial Year processes including Income Statements, STP lodgement, leave reconciliations, Employment Contracts Register and Worker's Compensation Declaration.
- Collation and preparation of payroll and human resource information for various reporting purposes, with a high degree of data integrity and accuracy.
- Monitor data integrity, to ensure compliance with relevant industrial instruments, Council policies, standards and procedures and report any non-compliance issues.
- Provide information and correspondence to the ATO, Centrelink, Child support agencies etc, and other staff as required ensuring that confidentiality and Information Privacy Protection Principles are adhered to.
- Provide a high level of service, advice and response to payroll related enquiries, including interpretation of relevant industrial instruments, in a timely manner.

Human Resources

- Collate and assist with preparation of HR metric data reports as required.
- Assist the administration of HR programs as required, including project implementation.
- Assistance, implementation and monitoring compliance with Council's Human Resources policies and procedures.
- Relief duties in relation to HR Officer and some WHS processes.
- Maintenance of Human Resources records including personnel files and participate in auditing processes as required.
- Sound understanding of IR, Employment Law and Award provisions, including Council's policies, in order to provide advice and assistance to other staff as required.

Records and Finance

- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Ensure compliance with Council's record management systems.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.
- Ensuring that accounting transactions and records are in accordance with Council's Policies and procedures.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

Position Description

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace, within given timeframes.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Prepare information and compile reports as requested.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

People, Risk & Improvement Team.	Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high level of customer service.
Direct Reports	Nil

Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Sound knowledge of Payroll and/or Human Resources preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Certificate IV in Financial Services, Business Administration, Human Resources or equivalent.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).

Desirable Requirements

- Experience with processing Workers Compensation insurance claims.
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Sound knowledge of Payroll and/or Human Resources preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Proven experience to research and analyse information and develop logical solutions and utilising critical thinking.
- Certificate IV in Financial Services, Business Administration, Human Resources or equivalent.
- Takes the initiative to progress own and team tasks, contributes to the achievement of team/project goals through consistently delivering high quality work with minimal supervision.
- Initiates action on team goals/projects, issues and opportunities and is flexible, showing initiative and responding quickly to change.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	