

Position Description

Position Title	Payroll and HR Systems Officer
Position Code	CORP003
Department	Corporate Services
Division	People and Strategy
Reports To	Manager People and Strategy
Direct Reports:	Nil
Position Classification	Administrative/ Technical/ Trades Band 2, Level 2
Position Status	Full-Time - Permanent
Allowances	Nil

SPECIAL CONDITIONS

A Police clearance is required to be maintained with this position and held current every 3 years.

REPORTING STRUCTURE OF POSITION

Manager People and Strategy			
↓			
Senior Safety Officer	Senior IT Officer	HR Payroll & Injury Specialist	Senior HR Advisor
WHS Officer	IT Officer	Payroll HR Systems Officer	Learning and Development Officer
	IT Officers/ GIS		HR Recruitment Officer
	IT Trainee		

PRIMARY PURPOSE OF THE POSITION

The aim of this position is to undertake timely and accurate administration and payment of all employee salaries/ wages, entitlements and associated deductions in accordance with the Local Government Award, employment contracts, offers and agreements. This position is responsible for HRM systems, data and accurate reporting. This position also supports the development, implementation, coordination and management of Council's Recover at Work strategies.

As the subject matter expert for payroll practices, HR Policies, practices and protocols, and injury management, this position will provide advice and support for employees and management as well as reporting on HR and workers compensation metrics on a regular monthly and ad-hoc basis.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Lead the payroll function on a weekly basis, including co-ordinating the accurate data entry and timely turnaround on all timesheets, leave-related activities and compliance with the LG Award for all employees. Deliver the highest quality pay</i>	<i>70%</i>

<i>runs on a weekly basis ensuring consistency across the business and timely payment.</i>	
<i>Provide HR advisory to the business to ensure consistent and accurate application of the LG Award in all areas of Council operations. Focus on continuous improvement in HR related matters.</i>	20%
<i>Support, co-ordinate, monitor and intervene on all injury management matters, including risks, injury report monitoring, logistics, and design of recover at work plans.</i>	10%

POSITION RESPONSIBILITIES

Payroll

- In line with the Local Government Award, provide advisory to Council on relevant HR matters and both operational and strategic personnel issues.
- Undertake all administrative and processing functions associated with Council's payroll processes necessary to ensure the accurate and timely payment of salaries and wages including all entitlements and deductions; preparation of timesheets and cost codes/ allocation.
- Adjustment and administration of the changing work patterns of our business and facilitating high quality reporting for HR and payroll purposes.
- Prepare all calculations for pay adjustments, Long Service Leave, Annual Leave, Sick Leave, pro-rata payments of such, backdated pay entitlements and termination payments ensuring accurate and timely payments and accruals.
- Within legislative timeframes, prepare monthly contributions' returns and payments of all Superannuation Funds.
- Provide timely, accurate and well-constructed reporting to the Manager of People and Strategy and the portfolio related to salaries, policy, and systems reporting.
- Ensure the timely remittance and notification of 'Withholding Tax Payments'.
- Accurately maintain Council's personnel records for all employees in relation to all leave, work history, remuneration and personal details including up to date next of kin details as well as the responsible officer for all hard copy personnel files.
- Ensure the accurate and timely completion of employee PAYG Statements and associated reporting.
- Maintain Council's HR Management System (Authority/Civica) personnel records ensuring all leave entitlements (including the allocation of Special Leave and Study Leave) are recorded accurately including the management of the online leave applications and forms.

- Prepare HR Metric Reports monthly as required for Manex and Managers. This includes: Annual leave, long service leave and absenteeism liability reporting; and assisting with FBT reporting when required.
- As the Payroll expert, respond to staff regarding salary, Award interpretation, superannuation, salary packaging and workers compensation queries in a timely manner.
- Provide professional HR support to Manex and Managers on current and historical events and in particular past practice advice and Award implementation, Union and Industrial Relation matters.
- Manage the application of parental leave payments in conjunction with Centrelink entitlements; deductions/payments of Union fees from payroll; first aid, adverse working and other allowances are applied consistently; and other related Award entitlements.
- Provide expert assistance to the Chief Financial Officer and the Manager People and Strategy with the formulation of the Annual Budget in relation to salary, staffing levels and superannuation data.
- Provide information as required by Auditors as per Council's legislative requirements.
- Undertake any legal advice re: garnishee of wages, as directed.
- Provide high quality monthly and ad hoc reporting on all matters related to the function and undertake continuous improvement initiatives to ensure high quality business decisions and directions are taken in this area.

Workers Compensation

- Support the management of Council's Recover at Work process and undertake the functions of Council's Injury Management Officer, managing all workers compensation claims and/or injury management with the aim of reducing Council's liability and workers compensation premium costs.
- Proactively support the effective and sustained recovery at work of Council's injured workers ensuring that all recover at work plans are timely and accurate and that their identified duties are suitable and recommended for their specific injury.
- Support Council's injured worker and attend medical appointments advocating Council's support and compliance with suitable duties to proactively support Council's recovery at work strategies.
- Ensure compliance with Council's Workers Compensation Insurer notification and reporting procedures for all incidents and claims as well as completion of paperwork, processing of receipts and reimbursement of money owed to Council.
- Act as the primary liaison point for Council relationship with StateCover and other additional stakeholders actively working in both Council's and the employee's best interest.

- Provide oversight of Council's WHS Management System (VAULT) and ensure that all incidents and especially those resulting in a workers compensation claim are actioned in accordance with Council's Workers Compensation Insurers processes.
- Provide oversight and management of StateCover's Injury Management System (SMART) ensuring that all lost time injuries are reported accurately and within timeframes.
- Provide high quality monthly and ad hoc reporting on all matters related to the function and undertake continuous improvement initiatives to ensure high quality business decisions and directions are taken in this area.





Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
 - Wear protective clothing or equipment in the manner intended (if required).
 - Take reasonable care for the health and safety of all persons who are at their place of work.
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties.
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy.
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly.
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council.
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals.
- Comply with all Council's policies and procedures and Code of Conduct.
- Complete other duties as directed by the nominated Supervisor.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
HR and Payroll Specialist	Direct Supervisor – support, guidance, direction and training
Manager People and Strategy	Direct Manager – Support, guidance and direction
People and Strategy Team	Colleagues – Support and guidance
Manex and Managers	HR and Workers Compensation metrics reporting
Supervisors	Timesheets, HR and Workers Compensation advice
Council Staff	Colleagues – Support, advice re: HR, Payroll and Workers Compensation
External	
Superannuation Funds	Superannuation related enquiries
Insurance Companies	StateCover – Workers Compensation claims
Medical Practitioners (Dr's; Physiotherapists; etc)	Provide assistance to employees re: Workers Compensation claims
IT Providers	Nominated Super User – Civica/Authority (Payroll and HR) Nominated Super User – VAULT
Government Departments	Centrelink re: Payments and benefits; ATO – PAYG; SafeWork – Employee injuries and incidents

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Advanced
	Think and solve problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Intermediate
	Technology and Information	Advanced
	Procurement and Contracts	Adept



PERSON SPECIFICATION

Essential

- Tertiary qualifications in Business, Human Resources, Payroll or related discipline (Desirable).
- Demonstrated relevant experience in Payroll and Human Resources functions, including systems administration (e.g. SAP, MYOB, Others)
- Advanced Accreditation – Return to Work Coordinator; (or ability to gain)
- Demonstrated high level organisational, administrative and time management skills including strong attention to detail and quality assurance experience.
- Proven ability to interpret and apply Industrial Awards, contracts, and other Industrial instruments in a similar environment.
- Demonstrated high level communication skills and the proven ability to communicate with a diverse range of stakeholders.
- Demonstrated high level analytical skills as well as the ability to show initiative and problem solve.
- Well-developed technology, systems and computer literacy including proficiency across the Microsoft Office suite of products as well as previous experience utilising HR Management Systems.
- Class C (Standard) Drivers Licence.

Experience

- Demonstrated experience in injury management and workers compensation.
- Previous experience in undertaking workplace accident and incident investigations (Desirable).

Authority and Accountability

- Must be able to pass a Police Check and hold this for duration of role.
- Worker level responsibilities in regard to WHS legislation.
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Laptop.

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No