

Position title	Payroll Officer		
Position holder	Vacant		
Program	Human Resources		
Funded by	Internally funded		
Based at location	Horsham, Stawell or Ararat		
Responsible to	<ul style="list-style-type: none"> • Human Resources Program Leader • Manager Resources and Culture • General Manager Business Support and Innovation • Chief Executive Officer 		
Direct reports	<ul style="list-style-type: none"> • None 		
Award	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022		
Classification	Grade 2 HS2 to Grade 3 HS3		
Hourly rate	\$33.79 to \$37.67	Annual	\$66,768 to \$74,436
Status	Full time		
Hours per week	38		
PD last updated	April 2021		

Position summary

The Payroll Officer is responsible for payroll processing, report and compliance to support and enhance human resources processes, strategies and planning.

Key responsibilities

1. Ensure efficient calculation of overtime and allowances, accurate payroll data entry and payroll processing ensuring compliance with relevant awards and legislation.
2. Complete preparation and lodgement of Single Touch Payroll and Superannuation Guarantee contributions.
3. Ensure recommended software updates and patches are applied to the payroll software.
4. Provide efficient and professional resolution of payroll enquiries including advice on awards, policies and human resources procedures.
5. Ensure compliance with current industrial relations and legislative requirements.
6. Complete regulatory and reporting requirements as required.
7. Participate in interviews as a member of interview panels as required.
8. Maintain electronic personnel filing system and other data bases as required.
9. Assist the Human Resources Program Leader with human resources functions and administration.
10. Provide supervision and support to students as required.
11. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.

Key selection criteria

Qualifications

- Relevant tertiary qualifications or substantial previous relevant industry experience.

Desirable

- Diploma level relevant qualification or working towards.
- Previous substantial payroll processing experience.
- Previous substantial payroll processing using IChris payroll software.
- Human Resources administration experience.

Demonstrated skills, experience and/or understanding of:

- Demonstrated understanding and knowledge of relevant legislation, agreements and awards.
- Demonstrated experience and application of payroll practices and procedures.
- Demonstrated experience in year-end processing functions including the production of annual payment summaries.
- Demonstrated experience applying software updates and patches.
- Demonstrated human resources experience.
- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Demonstrated proficiency with computer software, payroll software, Microsoft Office and the Internet
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace culture and practices.

Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)

Personal attributes

- Ethical and inclusive
 - Self-disciplined
 - Collaborative and supportive
 - Flexible and resilient
 - Honest and reliable
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Conditions of employment

This position is ongoing and is subject to the successful completion of a six-month probationary period and requires a satisfactory clear police check.

Note: Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

Chief Executive Officer approval:

CEO signature **Greg Little** _____
Date _____

General Manager approval:

General Manager signature **Kate Astbury** _____
Position General Manager Business Support and Innovation
Date _____

Manager review:

I have reviewed and approve this position description

Manager **Victor Jayakody** _____
Position Manager Resources and Culture
Date _____

Employee acceptance of position:

Employee signature **Vacant** _____
Date _____