Position Description

Payroll Officer (Maternity Relief)

Applications Close:
Opened until filled

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Position Title

Payroll Officer

Position Number

WSC0034

Department

Corporate Services

Classification/Pay Scale

Level 3-4, Queensland Local Government Industry (Stream A) Award 2017 and Winton Shire Council Enterprise Bargain Agreement 2023 as varied.

Terms of Employment

Maternity Relief

Full-Time Fixed Term (12 months)

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:
The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:
The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:
The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:
Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:
Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:
This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:
Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Executive Manager Corporate Services

Supervision of:

No supervision applicable

Internal Liaisons

All Staff and Departments of Council

External liaisons

Customer, Ratepayers and Suppliers as well as Government Departments and Agencies.

Position objectives

The position of Administration Officer (Payroll) is to work within the Finance and Administration team of council to:

- Operate and utilise Councils payroll records and systems in order to provide effective payroll services to Winton Shire Council employees.
- The incumbent will ensure that payroll processing is timely and accurate and that all payments and entitlements are provided within the statutory timeframes.
- Assist members of the public and undertake clerical duties; and
- Assist other officers with administrative duties and reception.

Organisational commitment

Corporate
All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information
All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement
All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety
All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractions, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

- Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
- Inspecting plant and equipment before using it to ensure that it is safe for use.
- Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
- Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
- Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
- Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
- Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
- Monitoring the safety conduct if co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
- Stopping work and notifying the Supervisor if there is imminent risk of injury.

Qualifications/Licences/Tickets required

Mandatory

- Experience in administration and finance area.
- Ability to maintain strict confidentiality and discretion.
- Experience in full suite of Microsoft Office Applications.
- Demonstrated high level verbal and written communication skills.
- Ability to work with minimal supervision and to coordinate own workload in order of priority.
- Clear Australian Federal Police Check.

Desirable

- Experience with the payroll process in relation to Local Government.
- Experience with practical computerised accounting system.
- Knowledge of Winton Shire Council policies and procedures; and
- Hold qualifications relative to Finance and/or Business Administration; and
- Hold and maintain a Class “C” Drivers licence.

Additional requirements and working conditions

The following requirements and working conditions are desired:

- Attendance at relevant Seminars/Workshops relating to the position is required.
- The Council Employee Code of Conduct applies to this position.
- Travel within the Shire may be required of this position (Council will supply a vehicle for business use only); and
- Work duties outside normal business hours may be required from time-to-time of this position.

Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans, policies and procedures.

The key responsibilities of the position are:

Payroll

- Responsibility for all payroll processing, including review and interpretation of paperwork to ensure accurate data entry.
- Complete associated payroll reconciliations and other statutory payroll requirements.
- Provide general advice and guidance on payroll regulation and systems.
- Provide high levels of responsiveness and customer service to staff enquires.
- Assist in the accurate processing of salary packages and termination payments in accordance with relevant awards, agreements, and taxation requirements.
- Process payment of long service leave entitlements for staff transferring to the eligible authorities and recoup long service leave transfers from other eligible authorities.
- To complete necessary documents arising from payroll information requests, including insurance claims and other external agencies.
- Maintain all relevant payroll records including annual leave, long service leave, sick leave, parental leave and other benefits and conditions.
- Ensure accurate and timely payment of deductions.
- Ability to interpret and apply multiple awards, agreements and related legislation including:
    - Calculation and maintenance of employee payroll rates, allowances and entitlements, and deductions.
    - Maintenance of payroll database.
- Provide advice and support to management on payroll policy and procedural issues.

General

- Performing general office duties, reception and customer service.
- Provide assistance and support to other Officers within the finance and corporate services teams when required.
- Provide administration and finance support to stakeholders requiring the exercise of sound judgement, initiative, confidentiality, and sensitivity in the performance of work.
- Provide assistance to ensure that Council's filing system is kept up to date.
- Operate relevant computer software systems with proficiency.
- Undertake continuous improvement of all aspects of personal work performance.

- Carry out duties impartially and with integrity, with the overall aim of enhancing the reputation of Council.
- Contribute to the continuous improvement of Council's policies and processes;
- Maintain confidentiality of all Council operations.
- Set realistic priorities and meet deadlines; and
- Any other duties as directed by senior staff within the capabilities and level of the officer.

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

Selection Criteria 1

Demonstrated high level written and verbal communication skills and ability to interact effectively with people from diverse backgrounds.

Selection Criteria 2

Demonstrated high level computer skills including the use of internet and email, computerised accounting systems and the Microsoft Office Suite of programs.

Selection Criteria 3

Demonstrated experience in payroll operations in medium sized organisation. Proven ability to maintain a high level of diplomacy and confidentiality including sound initiative and judgement when assisting with sensitive issues.

Selection Criteria 4

Excellent time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities. Ability to work both independent and in a team environment.

Selection Criteria 5

Demonstrated knowledge of general office principles/procedures such as courteous telephone answering, reception and customer service principles.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.

- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I, _____

accept the position of **Payroll Officer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature: _____ **Date** _____

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in **"How to Apply for the Position" below.**

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.