



## Position Description Remuneration Officer

---

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

The City of Port Phillip is a committed Child Safe organisation and has zero tolerance for child abuse. Every child and young person accessing City of Port Phillip has the right to feel and be safe. All City of Port Phillip Councillors, employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities, and maintaining a child safe culture.

**POSITION TITLE:** Remuneration Officer

**AWARD CLASSIFICATION:** Band 6

**DEPARTMENT:** Finance

**DIVISION:** Customer, Operations and Infrastructure

**DATE APPROVED:** September 2020

**APPROVED BY**

**ORGANISATIONAL RELATIONSHIPS:**

**REPORTS TO:** Team Leader Payroll Services

**SUPERVISES:** N/A

**INTERNAL LIAISONS:** Finance; People and Culture; OHS; Organisational Performance, Family Youth & Children; Diversity & Inclusion; Maintenance & Operations and other CoPP departments.

**EXTERNAL LIASONS:** Australian Tax Office

Vision Super

Centrelink

Aurion



# Position Description Remuneration Officer

---

## POSITION OBJECTIVES

- Contribute to the delivery of the Payroll function and ensure the accurate and timely processing of the fortnightly payroll.
- Assist in supporting the organisation's HRM system to ensure the delivery of the fortnightly payroll and all related employee entitlements including report generation.
- Assist in the maintenance of the organisation's Employee Self Service facility to provide staff with access to online applications and employee information.
- Ensure that Managers and Coordinators are provided with timely relevant information to support the management of their employee costs and entitlements.
- Support team leader in the development of system improvements including automation.
- Support and train staff in accessing online tools for accurate efficient payroll

## KEY RESPONSIBILITY AND DUTIES

- Ability to successfully process payroll for 1000+ staff on a fortnightly basis, accurately, within agreed timelines.
- Ability to produce reports including establishment reports, superannuation, leave statistics, WorkCover, monthly reports, external and internal ad hoc payroll reports as required.
- Work in a collaborative manner with the team and stakeholders to support the payroll function and related systems.
- Proactive problem solving and analysis of issues to improve processes
- Maintain and manage the Payroll and Employee Self Service Helpdesk functions and ensure all issues are resolved in a timely manner.
- Provide accurate and timely advice and training to management and staff, and keep up to date with legislation, policy and system changes
- Review and update payroll business processes, registers and checklists including end to end work instructions
- Assist with developing training materials to enable staff in completing payroll processing via automated functions eg helpcards
- Attend HRM User Group meetings and monitor HRM website to maintain currency of system.
- Analyse, review and improve payroll processes and undertake system maintenance including processing Increments and EBA adjustments.
- Accurate processing of calculations such as terminations and long service leave transfers within Victorian government agencies
- Manage the Council's superannuation schemes and liaise with relevant agencies.
- Undertake a range of duties that are within the limits of the employee's skill, competence and training as directed.



# Position Description Remuneration Officer

---

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Contribution to the accuracy of all information in the payroll system
- Contribution to the production the fortnightly pay to all staff
- Responsible for helping the team ensure the accurate payment of staff in accordance with all legislation and awards
- Responsible for providing accurate advice relating to interpretation of Award and Enterprise Agreement entitlements and policies and procedures related to the payroll
- Responsible for contributing to the accurate submission of information to the ATO on a timely basis to meet all criteria and deadlines.
- Required to investigate, analyse and solve payroll related issues
- Required to make decisions on day-to-day and strategic issues under broad direction.

## **JUDGMENT AND DECISION MAKING**

- Ensure all processing decisions comply with relevant legislation including taxation, superannuation, FBT and workcover.
- Decisions and advice provided will be within the limits of Council policy, award entitlements and relevant legislation.
- Decisions made will have an impact across the organisation, especially with People & Culture
- Required to make decisions on day-to-day and strategic issues under broad direction

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Knowledge of payroll entitlements and legislation including taxation (payroll, FBT) and superannuation
- Experience in award interpretation and calculation of entitlements including redundancy, maternity leave, enterprise agreement increases
- Understanding of HRM system administration
- Sound Excel knowledge with the ability to effectively manipulate and interrogate data.
- High attention to detail, accuracy and good numeracy skills
- Ability to understand and apply different entitlements across varying functions and department.

## **MANAGEMENT SKILLS**

- Proven ability to work effectively with minimal supervision
- Commitment to Council core values, principles and service culture initiatives
- Organisational and time management skills and ability to prioritise workload.



# Position Description Remuneration Officer

---

- Proven ability to work effectively in a demanding environment with conflicting priorities and tight deadlines.
- Sensitivity to employee needs.

## **COMPLIANCE**

- Ensure that you are familiar with and abide with, the City of Port Phillip Employee Code of Conduct, applicable legislation and Council's policies and procedures.

## **INTERPERSONAL SKILLS**

- Well developed communication and interpersonal skills operating at all levels within an organisation.
- Ability to communicate ideas and assistance in a practical straight forward manner and listen effectively.
- Proven ability to gain co-operation with stakeholders to improve performance and outputs of the department and unit.
- Ability to effectively advise and train customers in system and payroll functions.
- Proven ability to work constructively as a member of a team and contribute to team goals.

## **QUALIFICATIONS AND EXPERIENCE**

- Proven experience in processing high volume payroll, with significant award and entitlement interpretation
- Proven experience in understanding and applying taxation, workcover and superannuation legislation to payroll activities.
- Appropriate tertiary qualifications, ideally in a business or administrative discipline, will be desirable.
- Local Government experience and use of Aurion HRM system will be desirable.

## **KEY SELECTION CRITERIA**

- Relevant experience and/or qualifications working at this level to deliver a high-volume end to end payroll service
- Demonstrated reconciliation skills, problem solving, attention to detail and accuracy.
- Demonstrated oral and written communication skills for queries at all levels- including training, letter writing and procedure manuals
- Experience in supporting the management of a HRM, including process improvements, data investigation and extraction for reporting.
- Sound understanding and experience in the interpretation of the current Local Authorities Award, Enterprise Agreements, associated awards taxation and superannuation legislation compliance requirements and conditions of employment.



## Position Description Remuneration Officer

---

- Proven ability to work effectively with minimal supervision and manage conflicting priorities.
- Demonstrated ability to implement change and improve systems