

<b>POSITION DESCRIPTION</b>		
<b>Position Title:</b> Payroll Officer	<b>Classification:</b> Band 2 Level 1 Grade 10	<b>Position Number:</b> BHCC-FIN-09
<b>Group/Area:</b> Finance	<b>Reports to:</b> Manager Finance	<b>Hours per week:</b> 35
<b>Our Organisation:</b>		
<b>Vision:</b>	Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.	
<b>Mission:</b>	Council provides responsive community leadership to enhance community living and facilitate a prosperous economy	
<b>Our Values:</b>	Accountability, Pride, Perseverance, Courage & Honesty, Teamwork	
<b>Position Objective:</b>		
This position is responsible for providing an efficient and effective payroll service for Broken Hill City Council and its employees, in accordance with the relevant awards and regulatory requirements.		
<b>Key Stakeholders:</b>		
<ul style="list-style-type: none"> <li>• General Manager</li> <li>• Director Finance and Commercial and Council's executive management</li> <li>• Manager Finance</li> <li>• Finance Team</li> <li>• Other Council departments</li> </ul>		
<b>Reporting Lines:</b>		
<ul style="list-style-type: none"> <li>• This position reports to the Manager Finance.</li> <li>• The position does not supervise any other employees.</li> </ul>		

<b>Accountabilities</b>
<p><b>You will use your professional skills and experience to:</b></p> <ul style="list-style-type: none"> <li>• Coordinate and undertake accurate and timely preparation of the payroll process including timesheets and variations, superannuation, and tax.</li> <li>• Record and maintain accurate employee records including classification, rates of pay, leave entitlements, deductions and superannuation.</li> <li>• Provide friendly customer service to all staff ensuring timely and accurate advice on matters regarding payroll, leave, entitlements, workers compensation and other queries as required.</li> <li>• Preparation and calculation of staff annual, sick leave, long service leave, RDO, time in lieu and termination payments, and maintain employee leave records.</li> <li>• Ensure all leave forms and any claims for overtime are appropriately approved by the relevant officers prior to processing.</li> <li>• Ensure that authorised deductions are made from employees' pay and that amounts deducted are remitted by the due date to the payee.</li> <li>• Process allocations of labour, materials and plant to the costing system.</li> <li>• Coordinate the printing and distribution of payslips</li> <li>• Prepare and process all end of year payroll requirements.</li> <li>• Ensure the Council meets its superannuation obligations and liaise with the relevant superannuation funds as required.</li> </ul>

- Carrying out reconciliations, for Workers Compensation, Superannuation PAYG Taxation on a monthly basis or more regularly as needed.
- Prepare correspondence, statistics and reports as required, including but not limited to, salary reports, superannuation reports for defined schemes, internal and external audit reports.
- Maintain up-to-date knowledge of relevant Legislation and Awards and seek clarification on Award interpretation from the senior staff when required.
- Actively contribute to the improvement and development of systems and procedures to increase the efficiency of payroll.
- Develop, update and maintain payroll files, databases, personnel systems and spreadsheets on a regular basis.
- Ensure payroll best practice processes are undertaken, including data entry and report audits to minimise all errors.
- Facilitate a culture of continuous improvement, collaboration and exceptional customer service.
- Undertake other duties as directed within the skills and abilities of a position at this level.

**You will contribute to a customer focused approach to service delivery by:**

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our City and having an ability to promote these outcomes
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner
- Ensuring that communication with customers is open, timely and transparent
- Being recognised for having a professional attitude towards customers
- Having an ability to manage difficult situations and conflicts – calmly and professionally

**You will contribute to an effective organisation by:**

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department, and ensuring these are considered in decision-making.

**You will assist Council in achieving a financially sustainable future by:**

- Contributing to a whole of Council approach to resource usage and allocation
- Maintaining a 'value for money' attitude, through efficient and effective use of resources
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs

**You will assist Council to meet Records Information Management:**

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

**You will adopt a team work approach by:**

- Performing an active role within the finance operations team to achieve the objectives of that function
- Engage in regular communication and co-operation with fellow team members
- Understanding that all staff at Council are one team working towards a shared purpose, and applying a 'whole of organisation' approach to every aspect of your work
- Embracing and promoting the values of the organisation
- Setting an example for other employees regardless of reporting lines
- Committing to self-awareness and improving professional effectiveness
- Understanding corporate risks that apply to your activities

**You will ensure a safe and equitable workplace environment by:**

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly

**Other duties**

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

**Selection Criteria**

**Essential**

- Demonstrated experience in a payroll environment with the ability to facilitate all aspects of the payroll function
- Comprehensive knowledge and ability to understand and interpret relevant Legislation and Awards.
- Excellent interpersonal and customer service skills, with the ability to liaise at all levels and work in a team environment.
- Demonstrated experience working in an environment with high volume data entry, requiring accuracy and attention to detail under strict timeframes;
- Sound analytical, evaluation and problem-solving skills.
- Ability and willingness to exercise tact, diplomacy and maintain strict confidentiality on all payroll matters.
- Demonstrated ability to plan and prioritise own work to meet deadlines and achieve work outcomes.

- Advanced computer literacy skills including experience in the use of payroll software systems and Microsoft Office programs particularly excel.
- Current driver's licence

**Desirable**

- Tertiary Qualifications in payroll/finance or equivalent.
- Demonstrated experience and knowledge in Local Government practices and procedures.

**Acceptance of Position Description**

**Approved:** General Manager

**Signature:**



**Date:** 03/02/2025

*I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.*

**Accepted:** Employee Name

**Signature:**

**Date:**