

## POSITION DESCRIPTION

# PAYROLL, PEOPLE AND CULTURE OFFICER

DEPARTMENT	People, Culture and Safety
REPORTS TO	Executive Manager — People, Culture and Safety
DATE	March 2025
POSITION OBJECTIVE	To provide primary support for the organisation's fortnightly payroll function, ensuring that staff are paid accurately and to provide support to the People and Culture functions.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our **Values** are reflected in our commitment to:

- ★ *Integrity*
- ★ *Inclusion*
- ★ *Quality*
- ★ *Collaboration*
- ★ *Safety*

*Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.*

*United we belong. Together we thrive.*

*The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.*

*At CCG we:*

- *Provide a safe and inclusive environment that is free from discrimination.*
- *Empower students and harness their uniqueness through voice and agency.*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff.*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

## SCOPE OF THE ROLE

This role has primary responsibility for the fortnightly payroll, including processing wages, taxes, superannuation, and leave entitlements, while ensuring compliance with relevant laws and regulations. The role also provides a range of administrative and operational support for the People, Culture and Safety function.

## RESPONSIBILITIES

### Payroll

- Process and manage all aspects of the fortnightly payroll, including calculating hours, calculating deductions, processing new hires, changes and terminations, while ensuring compliance with relevant regulations.
- Administer employee benefits, including superannuation, salary packaging, long service leave etc.
- Prepare and maintain accurate and timely payroll records and reports.
- Resolve payroll discrepancies and answer employee questions about payroll and benefits.
- Ensure compliance with applicable legislation, including ATO requirements and applicable Awards.
- Keep up to date with changes in payroll regulations and adjust payroll systems and processes accordingly.
- Provide reporting related to the payroll as required, including liability reporting, wage costings for budgeting, WGEA reporting etc.
- Provide expert advice to the business by building strong relationships with key stakeholders and offering responsive and timely responses to information requests.
- Process end of year financial reporting and meeting ATO requirements including the Single Touch Payroll lodgement.
- Provide certificate of service or separation certificates when requested.
- Develop expertise in the HRM/Payroll system and act as an internal point of contact for system related enquiries.

### People and Culture

- Provide support to the recruitment, selection and onboarding process.
- Coordinate termination of employees with manager, ICT, facilities, payroll calculations, farewell organised, performance reviews, exit survey assigned and email with opportunity for face-to-face exit interview.
- Undertake reviews of staff salaries and conditions against relevant awards and industrial instruments to ensure staff are employed and paid at the appropriate levels in accordance with those awards and provide advice to the leadership team regarding salaries and conditions to ensure compliance.
- Manage and coordinate student and volunteer placements with appropriate departments.
- Recognition of staff years of service annually.
- Ensuring staff take leave in accordance with policies and procedures while monitoring and addressing any concerns around excess leave balances.

- Analyse and provide HR related data for reports and other purposes as required.
- Provide Salary Packaging guidance and instruction to staff and ensure awareness across the organisation.
- Track and organise professional development where requested.
- Review and ensure currency of staff certification requirements.

### Safety

- Monitor and coordinate the incident management safety system. Escalating issues to the Executive Manager — People, Culture and Safety in accordance with the agreed risk management approach.
- Provide secretarial support to the OHS Meetings, including minutes, action lists and meeting coordination.
- Assist with coordinating emergency management drills and review processes.
- Assist the Executive Manager — People, Culture and Safety to implement safety audit findings, procedures and initiatives.
- Assist the Executive Manager — People, Culture and Safety to implement initiatives to build safety awareness, literacy and compliance.

### KEY PERFORMANCE INDICATORS

- Payroll is completed accurately and full compliance within established time frames.
- Staff are provided with accurate information regarding their pay and conditions.
- Recruitment and employee lifecycle processes are undertaken in accordance with CCG's policies and procedures as well as in a timely manner.
- Student and volunteer placements are coordinated in line with CCG policies and procedures.
- Delivery of highest-level customer service to all internal and external stakeholders.
- Demonstrable evidence of having actively contributed to a positive, safe, and supportive workplace culture.
- Demonstrable evidence of having actively upheld the values of CCG.

### KEY SELECTION CRITERIA

- Experience processing end to end payroll for a medium size organisation.
- Experience using Employment Hero (payroll) or similar software.
- Experience in interpreting awards and enterprise agreements.
- Experience in providing administrative support (Human Resources and/or Safety).
- Ability to manage time and diverse activities to meet time frames.
- Strong people skills, that encourage collaboration and teamwork.
- Attention to detail and accuracy in record keeping.
- Personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

## ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
  - Promptly and accurately reporting all hazards, accidents, incidents and near misses;
  - Ensuring safe use and maintenance of equipment including PPE for self and students;
  - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
  - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

## MANDATORY REQUIREMENTS

- Clear Police check
- Clear Working with Children check
- Current Victorian Drivers Licence

## QUALIFICATIONS

- Diploma of Business (or equivalent experience)
- Membership to the Australian Payroll Association (or willingness to join)

## FUNCTIONAL RELATIONSHIPS

### Key Internal

Staff

### Key External

ATO, Superannuation Funds, Eziway Salary  
 Packaging, Software Providers

## DECLARATION:

I have read, understand, and accepted the above Position Description.  
 I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

Signed: \_\_\_\_\_

Date:

Name: \_\_\_\_\_

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