

POSITION DESCRIPTION

SENIOR PAYROLL OFFICER

DEPARTMENT	People, Culture and Safety
REPORTS TO	People and Culture Business Partner
DATE	July 2025
POSITION OBJECTIVE	This role processes the end-to-end payroll, ensuring accurate and timely payment of wages and salaries while maintaining compliance with relevant legislation and CCG policies. They also provide guidance and support to other payroll team members and stakeholders.

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

A Senior Payroll Officer will be responsible for processing the fortnightly payroll for approximately 150 staff on 3 Awards + individual contract arrangements. While this role has a significant amount of autonomy, it sits within as supportive and collaborative People, Culture and Safety Team. Reporting to the People and Culture Business Partner the role will also assist with Award interpretation, Payroll Process Design and System Enhancement.

RESPONSIBILITIES

Payroll Processing:

Managing the entire payroll cycle, including data entry, calculations, tax deductions, and processing of payment and Portable Long Service Leave, ensuring accuracy and compliance with relevant regulations.

Compliance:

Staying up-to-date with payroll-related legislation, awards, agreements, and CCG policies, and ensuring that payroll practices adhere to these standards.

System Management:

Maintaining and updating the payroll system, troubleshooting issues, and implementing new functionalities.

Team Support:

Providing guidance and support to the back-up payroll officer, ensuring consistent practices and accurate processing.

Collaboration:

Interacting with various stakeholders, including employees, managers, and People and Culture team members to address payroll-related queries and provide accurate information.

Reporting and Analysis:

Preparing payroll reports, journals, and reconciliations for finance and management, and conducting audits to ensure data accuracy.

Continuous Improvement:

Identifying areas for improvement in payroll processes and contributing to the development of new procedures and documentation.

KEY PERFORMANCE INDICATORS

Communicates Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect
Collaborate	At suitable opportunities, invite others to contribute and acknowledge their part in achieving outcomes.
Problem Solve	Think, analyse and consider the broader context to develop practical solutions to issues.
Plan and Prioritise	Define work activities required to deliver against outcomes intended in line with agreed timeframes, resources and ways of working
Accountability	Be proactive and responsible for own actions, and adhere to current legislation, policy and guidelines

KEY SELECTION CRITERIA

- Demonstrated experience delivering the KPI's in an end-to-end payroll function

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
- Membership (or willingness to join) the Australian Payroll Association.
- Current Victorian Drivers Licence

QUALIFICATIONS

- Certificate IV Payroll Administration (or equivalent experience).

FUNCTIONAL RELATIONSHIPS

Key Internal
Staff

Key External
Employee/Payroll Management System
Australian Tax Office

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: