

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: PAYROLL OFFICER

Award/Agreement:	Victorian Stand-Alone Community Health Services (Health And Allied Services, Managers And Administrative Officers) Multiple Enterprise Agreement 2018-2022
Classification:	Management and Administrative Officer Grade 3
Site:	Central site, this position may work from any Bendigo based BCHS site or flexibly as negotiated.
Hours per fortnight:	0.6 EFT – 45.6 hours per fortnight 0.4 EFT – 30.4 hours per fortnight This position must work the Monday and Tuesday of pay week.
Tenure:	Ongoing
Position description developed:	February 2023
Responsible to:	Executive Leader People and Culture

We want (Vision)

Better Health and wellbeing across generations.

We exist (Mission)

To work hand in hand with our community to achieve healthier lives.

We strive for (Values)

- **Integrity**
We are authentic and accountable and we honour our obligations.
- **Respect**
We build respectful relationships through trust, empathy and collaboration.
- **Inclusion**
We recognise and promote accessible, safe and holistic supports and services as a basic human right.
- **Innovation**
Through continuous learning, we ensure an agile, responsive and sustainable service.
- **Togetherness**
We create a sense of connectedness, pride and support through enjoying our work and being passionate about making a difference.

Our Strategic pillars	Consumer and Community	Influence	Visible	Sustainable
The change we want to see	People in our community, especially those most in need, have improved health and wellbeing	We use evidence, data and the voice of our community to shape our supports and services	Our service is identified as a quality provider and our people are recognised as leaders	Our sustainability is based on a healthy culture, improved systems, outcomes and growth

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The Role of the Team

People and Culture provide a range of human resources services to the Bendigo Community Health Services executive, managers and staff. The primary responsibility of the team is to provide a whole of organisational approach in a contemporary, responsive and professional manner whilst assisting individuals and managers with the appropriate advice and support.

Position Role

The role of the position is to provide accurate, timely and efficient payroll services contemporary advice to managers and staff including but not limited to:

- Interpretation of Awards and Employment Agreements.
- Resolving payroll related enquires.
- End to end processing of the fortnightly payroll for approximately 250 staff including incentives, lump sum payments terminations and complex transactions relating to employment conditions and benefits.

Position Responsibilities

The responsibilities of the position are to:

- Prepare and process Bendigo Community Health Services' payroll utilising ReadyPay, including preparation and provision of reports.
- Preparation and processing of tax and superannuation payments in conjunction with Finance.
- Ensure the accurate payment of staff in accordance with appropriate Awards/Employment Agreements and within the relevant timelines.
- Input and maintain employee personnel data in payroll system.
- Ensure all Award/Employment Agreements and indexation adjustments are promptly incorporated into ReadyPay.
- Provide timely payroll related advice and support to assist managers and employees to better understand employment conditions and benefits and relevant payroll matters, escalating issues to the Executive Leader as required.
- Assist, as required, with collating reports, papers and providing information and data related to payroll and budget preparation.
- Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
- Key point of contact in resolving internal and external payroll issues and enquires.
- Assist the Executive Leader to ensure BCHS is compliant and has a sound understanding of the concepts, tools, processes and authorities that support remuneration and employment contracts.
- Assist with the development, implementation and maintenance of HR policies and procedures.
- Support the timely execution of HR programs and projects ie. development and review process.
- Maintain knowledge on emerging trends, issues or challenges.
- Attend and represent BCHS at meetings and on committees with key stakeholders.

Key Selection Criteria

Essential

1. Minimum 3 years' experience in end-to-end payroll processing.
2. Relevant qualification in Payroll, Human Resources or related field.
3. Sound knowledge of modern award interpretation, Fair Work legislation, payroll tax, superannuation, terminations and leave accrual processes.
4. Skills in managing time, setting priorities, planning and organising own work to achieve specific and set objectives efficiently despite conflicting pressures.
5. Strong attention to detail.
6. Ability to work pragmatically and with a high level of independence within a complex and challenging industrial environment.

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7. Excellent oral and written communication skills along with the proven ability to positively influence situations through effective mediation, facilitation and negotiation.
8. Intermediate to advanced knowledge of Microsoft Office.
9. Understanding of and demonstrated ability to implement confidentiality regarding records and information.

Desirable

1. Experience in working with ReadyTech ReadyPay (HR3).
2. Experience in interpreting Awards/Employment Agreements in the health or community services industry.

Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Executive Leader and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

Staff Review and Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Demonstrated commitment and action to support BCHS in improving its systems and processes.
- Ensure the provision of accurate and timely payroll services.
- Provision of strategic and operational reports as required.
- A high level of engagement, collaboration and communication observed with Senior Leader and staff across the organisation.

Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Demonstrate understanding and behaviour to reflect that BCHS aims to treat all people with respect, values diverse perspectives and participates in diversity training opportunities.
- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.

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- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children to reach their individual potential.

Other Essential Requirements

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Present a copy of your original professional qualifications document or registration (if required).
- Receive and comply with the BCHS policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that “Quality is everyone’s business, safety is my responsibility”

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.