

**JOB TITLE**  
Payroll Officer

**CLASSIFICATION**  
Band 5

**REPORTS TO**  
Coordinator Payroll

#### WHAT WE TRUST YOU TO DELIVER



- Prepare and process the fortnightly payroll for approximately up to 1060 employees, ensuring that Council meets its obligations in relation to Superannuation contributions, Taxation, Accident Compensation
- Provide quality solutions to employee service needs, with the application of accurate advice and problem solving when responding to enquiries
- Interpret and apply Council's Enterprise Agreement, relevant Awards, Statutory requirements and Council policies and procedures
- Provide effective and responsive service to internal and external customers in order to facilitate positive customer relations.
- Contribute to the organisation's business improvement program by identifying and implementing customer service and payroll administration improvement initiatives

#### WHAT YOU'LL NEED TO THRIVE



- Excellent time management, organisational and problem solving skills
- Demonstrated ability to deal with personal and sensitive information in a confidential manner
- High level computer skills with the ability to learn and use emerging software applications with previous experience using Aurion, Org Plus and Tech One or similar system
- Ability and desire to provide support and assistance to team members and positively contribute to the team culture
- High level customer service experience and well developed interpersonal skills
- Excellent written and verbal communication skills and ability to provide effective communication at all levels
- Flexibility in approach to work practices, with the ability to adapt and adopt change in a dynamic and demanding environment
- Relevant qualification and/or substantial relevant experience working as a Payroll Officer or similar

#### WHAT WE'LL DO TO SUPPORT YOU



- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long term growth and career development.
- Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

#### WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



**VISION** Council will be an inclusive, healthy, creative, sustainable and smart community  
**VALUES** Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

#### OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	1	1	1	1	1
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	1	1	1	1	1