



## POSITION DESCRIPTION

<b>Position Title</b>	Payroll Officer	
<b>Directorate</b>	Corporate	
<b>Service</b>	Finance	
<b>Responsible to</b>	Payroll Manager	
<b>Position Supervises</b>	<b>Direct:</b> Nil <b>Indirect:</b> Nil	
<b>Position No.</b>	IW0162	
<b>Status</b>	Full time	
<b>Hours</b>	35 hours per week	
<b>Salary Point</b>	22 to 37	
<b>Salary</b>	\$60,577 to \$74,990 p.a.	<b>Band/Level:</b> 2/1
<b>Pre-employment checks</b> <b>Legislative requirements</b>	<input checked="" type="checkbox"/> Police Check	
<b>Date reviewed:</b> October 2020	<b>Reviewed by:</b> CFO	

*The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km<sup>2</sup>.*

*The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.*

## **POSITION PURPOSE**

This position is responsible for providing an efficient and effective payroll service to Council and ensuring high quality payroll management services and excellent customer service are provided to Council staff and management.

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria:**

1. Experience in payroll administration and working with a computerised payroll and HR information systems.
2. Good communication and customer service skills with the ability to maintain professional and respectful relationships with work colleagues and customers and handle a range of payroll enquiries.
3. Good numeracy, analytical and problem solving skills with high attention to detail.
4. Strong administrative skills with the ability to adapt to shifting priorities and competing deadlines.
5. Good computer literacy and data entry skills.

### **Desirable Criteria:**

1. Experience in Finance One software.
2. Knowledge of employment provisions outlined in the Local Government (State) Award.

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

### General

- Assist in the processing of Council's payroll by providing data entry support (e.g. timesheet and leave entry, entering new starters, etc.).
- Assist in the preparation of periodic reports, including but not limited to workforce metrics and quarterly workforce reports.
- Provide payroll information and advice to staff.
- Process salary sacrifice payments.
- Support Team Leader Payroll and Senior Payroll Officer with any payroll related matters and projects.
- Maintain up-to-date knowledge of payroll related issues and relevant legislation.
- Perform other tasks as directed by Team Leaders and Managers

### Customer Service

- Demonstrate a strong customer service focus in all dealings with internal and external customers.
- Ensure that enquiries and complaints are dealt with according to agreed timeframes.

## Operational Effectiveness and Process Improvement

- Contribute to the review of processes and procedures to improve Council's performance.

## Teamwork

- Assist team members to ensure completion of all required duties within scheduled time frames.
- Develop skills to permit coverage of all team functions, especially during periods of staff absence.
- Contribute to a workplace that is free of discrimination, harassment and bullying behaviours and where conflict is resolved productively.

## KEY RELATIONSHIPS:

**Internal:** Human Resources including Work Health and Safety Unit  
Members of Council's Leadership Team and general staff

**External:** External auditors in relation to the audit of annual financial accounts, internal controls and accounting policy  
Office of Local Government  
Local Government Super

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT  
EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT  
RESPONSIBILITY**

**LEVEL 6**

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

<b>Responsibilities</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation</li> </ul>	<ul style="list-style-type: none"> <li>Conformance to WH&amp;S policy and procedures</li> <li>Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Taking reasonable care for their own Health and Safety as well as that of others</li> </ul>	<ul style="list-style-type: none"> <li>Use of SWMS and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Having an understanding of the Health and Safety requirements associated with their employment</li> </ul>	<ul style="list-style-type: none"> <li>Training records</li> </ul>
<ul style="list-style-type: none"> <li>Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor</li> <li>Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;</li> </ul>	<ul style="list-style-type: none"> <li>Hazard identification reports</li> <li>Workplace inspection reports</li> </ul>
<ul style="list-style-type: none"> <li>Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.</li> </ul>	<ul style="list-style-type: none"> <li>PPE maintenance records</li> <li>Knowledge and use of Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Working in accordance with relevant competency standards</li> </ul>	<ul style="list-style-type: none"> <li>Training records.</li> <li>Supervisor site inspection records</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WH&amp;S and related legislation within scope of job description</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>

**Applicant Declaration**

I, ..... have read and understood the position description for the **Payroll Officer** as detailed in this document.

Signature: .....

Date: /