

Position Description



POSITION TITLE:	Team Leader Payroll
POSITION NO:	2013.1
DIRECTORATE:	Corporate Services
DEPARTMENT:	Finance
SECTION:	Payroll
CLASSIFICATION:	Band 7
LOCATION:	Footscray Town Hall/ Civic Hub, Napier St, Footscray
DATE:	November 2024

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Management Accountant
Supervises:	Payroll Advisor(s) and/or Payroll Officer(s),
Internal Liaisons:	Manager Finance, Coordinator Management Accountant, Payroll Team, Finance, Directorate Directors, People and Culture, and all Council employees.
External Liaisons:	Australian Taxation Office, Vision Super and other Superannuation Funds, Banks, Credit unions, Health funds, Australian Bureau of Statistics, Life Assurance Co's, Centrelink and members of the public and residents, Auditors (internal and external), IT Software Vendors

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

Manage the effective and efficient function of Council's Payroll, ensuring strict adherence to award, legislative and policy provisions for Council employees.

Provide strong leadership and guidance to direct reports, and fostering a collaborative and high performance culture within the payroll team to support the Finance team's objectives and the boarder operational needs of the organisation.

Co-ordinate, maintain, update and establish payroll policies, procedures and reports—to meet legislative and governance requirements.

Lead, drive and promulgate a continuous improvement ethos within the Council's payroll function.

DUTIES AND RESPONSIBILITIES

- Manage the delivery of an accurate, timely and efficient payroll service, ensuring compliant with all relevant agreements, award, regulations and statutory obligations. This also includes overseeing the input of data, checking for accuracy, processing of pay runs and preparation of reconciliation activities and reports.
- Lead a team of payroll officers, providing training and ongoing support and advice using Authority applications and industry best practice while ensuring that processes and procedures established for various situations are compliant and meet legal obligations.
- Provide expert advice and guidance to employees, management and key stakeholders on matters or issues relating to payroll and impact to employees as required.
- Manage the calculations and prepare payments relating to for terminations, long service leave, annual leave, and sick leave and corrective situations
- Administer Council's obligations for Long Service leave and prepare details, payment or transfer to other authorities
- Calculate and prepare all management salary packages, develop and maintain a register and provide information for Freedom of Information access.
- Preparation of quarterly, end of year and other reports for Management as required, including leave liability and processing of liabilities. Conduct regular audits of Council's database information and take corrective action for any identified problem areas
- Ensure the timely completion of statistical returns and questionnaires from various Government departments relating to payroll matters.
- Ensure the payroll system operates on current taxation rates and guidelines; and undertake and complete all taxation activities in a timely manner. This includes, but not limited to, reconciliation, balancing of payroll tax, payment summary with FBT amounts where applicable, and ATO reporting.
- Manage and administer all Council's obligation under superannuation legislation and provide advice to the Executive Leadership Team, internal departments and employees.
- Ensure the accurate and timely maintenance and updating of all personnel records and systems relating to salary rates, long service leave, annual leave, sick leave deductions and other payroll related information.
- Consult with internal IT team to continuously review current systems and service providers and ensure payroll system and database is fit for purpose and any innovative modifications are in accordance with Council's policies, procedures and legislative guidelines.
- Review, establish or revise current reporting activities and documents to best support managers in the monitoring of budgets, tracking of payroll related concerns and other ad hoc requirements.
- Train relevant staff to act as a backup in this role.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian Occupational Health and Safety Act 2004, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.

- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Coordination of timely and accurate processing of the fortnightly payroll of all staff in accordance with current Enterprise Agreement, contracts and company policies and procedures.
- Accurate and timely application of Award, Industrial Agreements and statutory/legislative requirements.
- Set priorities, plan, allocate and monitor the work of the payroll team members
- Determine and manage the implementation of changes to work practices and processes in response to system modifications and upgrades as required;
- Establishing processes and quality standards for payroll compliance;
- Provide expert advice to staff on a wide range of issues associated with payroll administration. This may include the treatment of unusual payroll adjustments such as the effective date of a change occurring several years previously or may involve significant policy issues introduced through Enterprise Bargaining;
- Ensure all End of Year compliance obligations are met;
- Maintain strict confidentiality in respect to all payroll related matters.
- Participate in the development of Council's policies and procedures within area of expertise and/or management relevant to the role. Accountable for the quality and effect of the work on policies developed.
- Act within clear policies, objectives and budgets, and regularly report to manager on decision making, particularly when having a significant effect on Council's programs or projects and respective public perception.
- Maintain and improve standards of work specific to the role and responsibilities.
- Provide advice to internal stakeholders and regulate clients or external stakeholders as required.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions and resolve problems. Decision making is based on specialised methods, procedures and processes developed from theory or precedent.
- Guidance is not always available within the organisation and may require pursuit of external resources.
- Ability to improve or develop methods, procedures and processes relevant to the role, identifying and analysing a wide range of options prior to making a recommendation.

- Exercise discretion and confidentiality as required.

SPECIALIST SKILLS AND KNOWLEDGE

- Well developed working knowledge of employment legislation, Awards, Enterprise Agreements and payroll administration.
- Excellent written and verbal communications skills and ability to provide effective communication at all levels and deliver a high standard of customer service
- Ability to develop, implement and maintain project briefs and budgets and knowledge of relevant financial and accounting procedures.
- Extensive experience in a computerised Payroll/Personnel Administration environment;
- Ability to maintain confidentiality of payroll and personnel matters.
- Excellent skills in working with and interpreting remuneration packages, figures and payroll calculations etc.
- Proven specialised problem solving skills.
- Strong reporting and analytical ability.
- Well developed knowledge of the requirements associated with Superannuation, Taxation, HECS, employment packages
- Understanding of the importance of strong and cohesive working relations between Organisational Development Department and payroll, and the ability to implement and coordinate these relationships, including the sharing of information and system improvements.
- Flexibility in approach to work practices, with the ability to adapt and adopt change in a dynamic and demanding environment.
- Proficiency in the use of technology and systems and the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Sound knowledge of relevant Local, State and Federal Government legislation, Acts and regulations relevant to the role.
- Ability to develop interpret and implement policy.
- Ability to provide training to other Payroll team members.

MANAGEMENT SKILLS

- Demonstrated ability to organise, prioritise and complete work within strict time-lines, often in time of conflicting pressures.
- Demonstrated ability to manage staff and form a cohesive payroll team.
- Ability to set priorities, manage time, plan and organise own work and when required, and where appropriate, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, Recruitment, L&D etc.
- Leadership, supervisory and motivational skills to support other employees and provide on the job training and guidance.
- Ability to contribute to team meetings and to team outcomes.

- Understanding and effective dissemination to the team of their long term goals and their alignment with Council's objectives.
- Ability to be flexible and responsive to meet the changing priorities of the organisation and the community.

INTERPERSONAL SKILLS

- Demonstrated ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and resolve intra-organisational problems.
- Ability to negotiate and gain trust, cooperation and assistance from internal and external stakeholders when required.
- Motivational and training and development skills to support other employees.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve specialist and intra- organisational problems.
- Strong written and verbal communication skills including the ability to make public presentations, write concise and detailed reports, proposals and submission to government and other external bodies.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Tertiary qualification in Accounting, Management or related discipline with relevant experience working in a payroll environment; or extensive experience working in a payroll environment.
- Current Working with Children Check.
- No relevant criminal record found in a Police Check.

KEY SELECTION CRITERIA

- Tertiary qualification in Accounting, Management or related discipline with relevant experience working in a payroll environment or extensive experience in payroll administration.
- Experience with superannuation administration with previous experience administering Local Government Superannuation an advantage.
- Proven record of performance in the management of payroll, and in the supervision, motivation and co-ordination of staff.
- Demonstrated excellent knowledge and understanding of Awards and Industrial legislation applicable to Local Government.
- High level conceptual and analytical skills with the ability to think strategically and provide practical solutions and outcomes to payroll issues, including systems issues.
- Excellent knowledge of, and demonstrated experience with, computerised payroll systems, including software functionality, ideally with ERP eg Authority, and Content Management System (CM9).
- Strong written, reporting and analytical skills, including the ability to prepare correspondence and management reports.
- Demonstrated skills in working with and interpreting remuneration packages, figures and payroll calculations etc.

Position Description



- Proven ability to engage, influence and communicate across all levels of management and staff in a diverse and industrially active organisation.
- Well developed communication, influencing and interpersonal skills with the ability to deal with people on complex and sensitive issues.
- Demonstrated experience in the development of policies and procedure relevant to payroll
- Proficiency in using Microsoft packages, including Word, Excel and Microsoft outlook.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: