



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## POSITION DESCRIPTION

<b>Organisation:</b>	Torres Strait Island Regional Council
<b>Position Title:</b>	Payroll Coordinator
<b>Position Classification:</b>	Level 5-6
<b>Instrument:</b>	Torres Strait Island Regional Council Certified Agreement 2024
<b>QLD Local Government Industry Stream:</b>	Stream A
<b>Directorate:</b>	Financial Services

### PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

### POSITION OBJECTIVE

The Payroll Coordinator is responsible for managing and coordinating Council's end-to-end payroll function, ensuring accurate and timely payroll processing, legislative compliance, and strong internal controls.

The role provides specialist advice on payroll, oversees payroll reconciliations and reporting, supports audits and financial compliance obligation, and drives continuous improvement across payroll systems and processes.

The position works collaboratively with People and Wellbeing, Finance and operational stakeholders to ensure payroll services are delivered efficiently, accurately and in accordance with relevant legislation, industrial instruments and Council policies.

### KEY RESPONSIBILITIES

- Manage and coordinate Council's end-to-end payroll function, ensuring the accurate and timely processing of fortnightly and ad hoc payroll, including Workcover, superannuation, taxation and Single Touch Payroll (STP) obligations.
- Ensure compliance with relevant legislation, industrial instruments, Council policies and statutory requirements relating to payroll administration and employee entitlements.
- Oversee payroll reconciliations, reporting, internal controls and associated compliance processes to support the integrity of payroll data and minimise organisational risk.
- Coordinate payroll-related month-end, year-end and audit requirements, including supporting General Ledger reconciliations and responding to internal and external audit requests.
- Identify and implement improvements to payroll systems, controls and processes to enhance efficiency, compliance and service delivery.

- Provide specialist payroll advice and collaborate with People and Wellbeing, Finance and other stakeholders to support seamless payroll operations.
- Supervise, mentor and support payroll staff, including capability development, succession planning and fostering a high-performing team culture.
- Support payroll-related projects, system enhancements and continuous improvement initiatives as required.

## KEY TASKS

### Payroll Operations

- Manage end-to-end payroll processing, including new starters, terminations, payroll adjustments, deductions, leave processing and related employee payments.
- Review and validate payroll transactions, reconciliations and pay run outputs to ensure accuracy, completeness and compliance prior to payment authorisation.
- Coordinate the timely processing and remittance of superannuation, taxation, STP reporting and other third-party obligations.
- Calculate termination payments, leave accruals and complex payroll adjustments.
- Ensure payroll records, documentation and reporting are maintained accurately and in accordance with recordkeeping, confidentiality and statutory requirements.

### Compliance, Controls and Audit

- Maintain effective internal controls over payroll processing and undertake quality assurance reviews to ensure compliance with approved policies, procedures and delegations.
- Support payroll-related reconciliations, month-end and year-end processes, including General Ledger reconciliation and audit support.
- Investigate and resolve complex payroll issues, discrepancies and compliance matters in a timely manner.
- Monitor legislative, award and policy changes impacting payroll and implement required changes to ensure ongoing compliance.

### Systems and Process Improvement

- Maintain and update payroll procedures, process maps and associated documentation.
- Identify process gaps, control weaknesses and system improvement opportunities, and implement enhancements where appropriate.
- Support payroll-related projects, system upgrades, testing and process improvement initiatives.

### Stakeholder Management and Leadership

- Provide specialist payroll advice and responsive support to employees, management and external stakeholders.

- Collaborate with People and Wellbeing to support employee records maintenance and integration of payroll processes.
- Supervise, coach and support payroll staff, including training, performance development and succession planning.
- Promote a customer-focused, collaborative and high-performing payroll function.

### **General**

- Participate in special projects and perform any other duties as required.
- Maintain productive working relationships and provide team support.
- Ensure corporate information is captured and maintained within Council business systems, including TechnologyOne and ECM, in accordance with recordkeeping requirements.
- Maintain effective communication and professional working relationships across Council and with relevant stakeholders.

## **CAPABILITIES, SKILLS & EXPERIENCE**

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) Minimum 3 years in a similar role, managing a payroll team in a large multi- disciplinary organisation, undertaking and coordinating payroll processing.
- 3) Knowledge of the Local Government Awards, Industrial Relations Act 2016 and Council policies relating to employee / employer entitlements or the capacity to gain this knowledge quickly.
- 4) Experience in using complex payroll software such as Technology One or other Enterprise Resource Planning (ERP) system.
- 5) Mature leadership and team building skills, interpersonal, planning, communication and analytical abilities.
- 6) Experience in Local Government, public sector or similarly regulated operating environment.
- 7) Experience interpreting and applying Enterprise Agreements, Awards and employment-related legislation.
- 8) Experience supporting payroll system upgrades, testing or implementation projects.

## **OTHER CONDITIONS/REQUIREMENTS**

- Occasional travel including throughout the Torres Strait Islands is a requirement of this position.
- The preferred applicant will be required to apply for a National Police Certificate before appointment.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.

- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
  - a) anti-discrimination
  - b) equal employment opportunity
  - c) confidentiality
  - d) local government principles
  - e) *Ailan Kastom*
  - f) Council's Vision and Values listed on the next page.

## OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement		Desired Behaviours
 <p><b>ONE</b> We are <b>one team</b> who achieves <b>together</b>.</p>	<ul style="list-style-type: none"> <li>We show care for people and look out for each other.</li> <li>We speak up and support others to be safe and healthy.</li> <li>We respectfully address behaviours that conflict with Council's values.</li> <li>We create positive unity within our organisation, our communities and our region.</li> </ul>	
 <p><b>RESPECT</b> We have <b>respect</b> for each other and the <b>communities</b> we serve.</p>	<ul style="list-style-type: none"> <li>We respect and recognise Ailan Kastom.</li> <li>We are open and collaborative, valuing clear community engagement.</li> <li>We recognise and respect diversity, individual needs, experience and strengths.</li> </ul>	
 <p><b>ACCOUNTABILITY</b> We are <b>accountable</b> and responsive to our <b>communities</b>.</p>	<ul style="list-style-type: none"> <li>We take pride in our work and pursue a standard of service excellence, doing more with less.</li> <li>We consistently strive for transparency and good governance to the benefit of public interest.</li> <li>We are reliable, honest and ethical in all we do.</li> </ul>	
 <p><b>COURAGE</b> We are <b>courageous</b> leaders, who think <b>innovatively</b>.</p>	<ul style="list-style-type: none"> <li>We encourage, value and reward creative thinking.</li> <li>We respect and explore different ideas and perspectives.</li> <li>We embrace change and actively promote Council's vision.</li> </ul>	
 <p><b>RESILIENCE</b> We are builders of a <b>sustainable</b> and <b>resilient</b> region.</p>	<ul style="list-style-type: none"> <li>We actively seek opportunities to continuously improve and bring growth to our region.</li> <li>We think globally, act regionally.</li> <li>We empower our people and communities; embracing local opportunity and participation.</li> </ul>	