

TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Payroll Officer
Position Classification:	Level 4
Instrument:	Torres Strait Island Regional Council Certified Agreement 2024
QLD Local Government Industry Stream:	Stream A
Location	Cairns or any TSIRC Division
Directorate:	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 Officer supports the accurate and timely processing of Council's payroll, ensuring employees are paid correctly and in compliance with relevant legislation, industrial awards, taxation and superannuation requirements. The role provides high-level support to the Payroll Coordinator, delivers full payroll coverage during absences, and serves as a central point of contact for payroll enquiries while maintaining data integrity, confidentiality and excellent customer service.

KEY RESPONSIBILITIES

- Provide high level support to the Payroll Coordinator for the fortnightly processing of Council's payroll, ensuring all employees are paid correctly and on time whilst ensuring compliance with relevant local government legislation, taxation and superannuation legislation, regulations and industrial awards.
- Provide full coverage for the Payroll Coordinator in times of planned and unplanned absences.
- Be the central point of contact for field queries and respond to queries from TSIRC employees for payroll related information, providing excellent customer service and resolving issues promptly.

KEY TASKS

- Carry out accurate preparation and completion of fortnightly pays and special pay runs as and when required, by ensuring eligibility of leave and associated payments comply with awards and agreements, correct costing is applied and appropriate approvals have been obtained.
- Undertake timely and accurate processing of timesheets and associated payroll entries (e.g., leave forms) and allowances to generate employee pays, and relevant reports in accordance with approved payroll claims.
- Assist with the calculation and processing of termination payments as and when required.
- Carry out the efficient administration of payroll information for Council, by maintaining accurate and appropriate payroll records in line with corporate guidelines and ensure data integrity, confidentiality and compliance with statutory requirements.
- Provide payroll assistance, advice and documentation to satisfy the information needs of customers by gathering information, making reference to awards, certified agreements, established practices, guidelines, policy, procedures, statutes, corporate databases and employee records.
- Ensure all employee entitlement changes requested from the People & Wellbeing Department are updated in the payroll system each fortnight and paid in accordance with TSIRC Certified Agreement, relevant local government legislation, taxation and superannuation legislation, regulations and industrial awards.
- Provide assistance to the Payroll Coordinator in relation to superannuation payments, reporting and balancing.
- Prepare and distribute fortnightly and special pay run pay advices and post pay reports including STP, superannuation and any other third-party providers.
- Prepare and maintain routine correspondence, reports, employee records, timesheets, deduction requests and payment authorities.
- Facilitate corporate workshops to enhance employee knowledge relating to payroll processes.
- Provide direction and assistance to new employees in completing all necessary forms and paperwork on commencement of employment.
- Process new employees and any updated variations for existing employees in the payroll system.
- Process fortnightly reports for the reconciliation of Payroll to General Ledger.
- Ensure there is a clear audit trail for every transaction by ensuring all corporate information and data is stored within Council's business systems (Tech One and ECM) adhering to recordkeeping policies and procedures.
- Coordinate, monitor and prepare reports for all job and plant costs as required and complete ad-hoc payroll reporting as and when required.

General

- Participate in special projects and perform any other duties as required.
- Maintain productive working relationships and provide team support.
- Provide excellent service to all external and internal customers.

- Effectively communicate with all levels of employees and ensure regular interaction with People and Wellbeing Department.

CAPABILITIES, SKILLS & EXPERIENCE

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) Demonstrated experience in payroll processing and administration within a large, complex organisation, supported by relevant qualifications or equivalent experience. Sound understanding of payroll systems, processes and reporting requirements, with the ability to quickly acquire and apply knowledge of Local Government Awards, the Industrial Relations Act 2016 and Council policies.
- 3) Ability to interpret and apply industrial instruments, legislation, agreements and policies to ensure accurate payment of employee entitlements and ongoing compliance with statutory obligations.
- 4) Highly developed attention to detail with proven ability to maintain accuracy across high-volume payroll activities, ensuring data integrity and minimising errors in a time-critical environment.
- 5) Strong organisational, prioritisation and workload management skills, with a demonstrated capacity to meet strict payroll deadlines and manage competing priorities effectively.
- 6) Experience in using complex payroll software such as Technology One or other Enterprise Resource Planning (ERP) system.
- 7) Certificate III in Business Administration and/or a minimum of two (2) years' experience in a large multi-disciplinary organisation undertaking payroll processing and administration.
- 8) A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.

OTHER CONDITIONS/REQUIREMENTS

- The preferred applicant may 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.
- 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
 ONE We are one team who achieves together.	• We show care for people and look out for each other. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values. • We create positive unity within our organisation, our communities and our region.
 RESPECT We have respect for each other and the communities we serve.	• We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths.
 ACCOUNTABILITY We are accountable and responsive to our communities.	• We take pride in our work and pursue a standard of service excellence, doing more with less. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do.
 COURAGE We are courageous leaders, who think innovatively.	• We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision.
 RESILIENCE We are builders of a sustainable and resilient region.	• We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation.