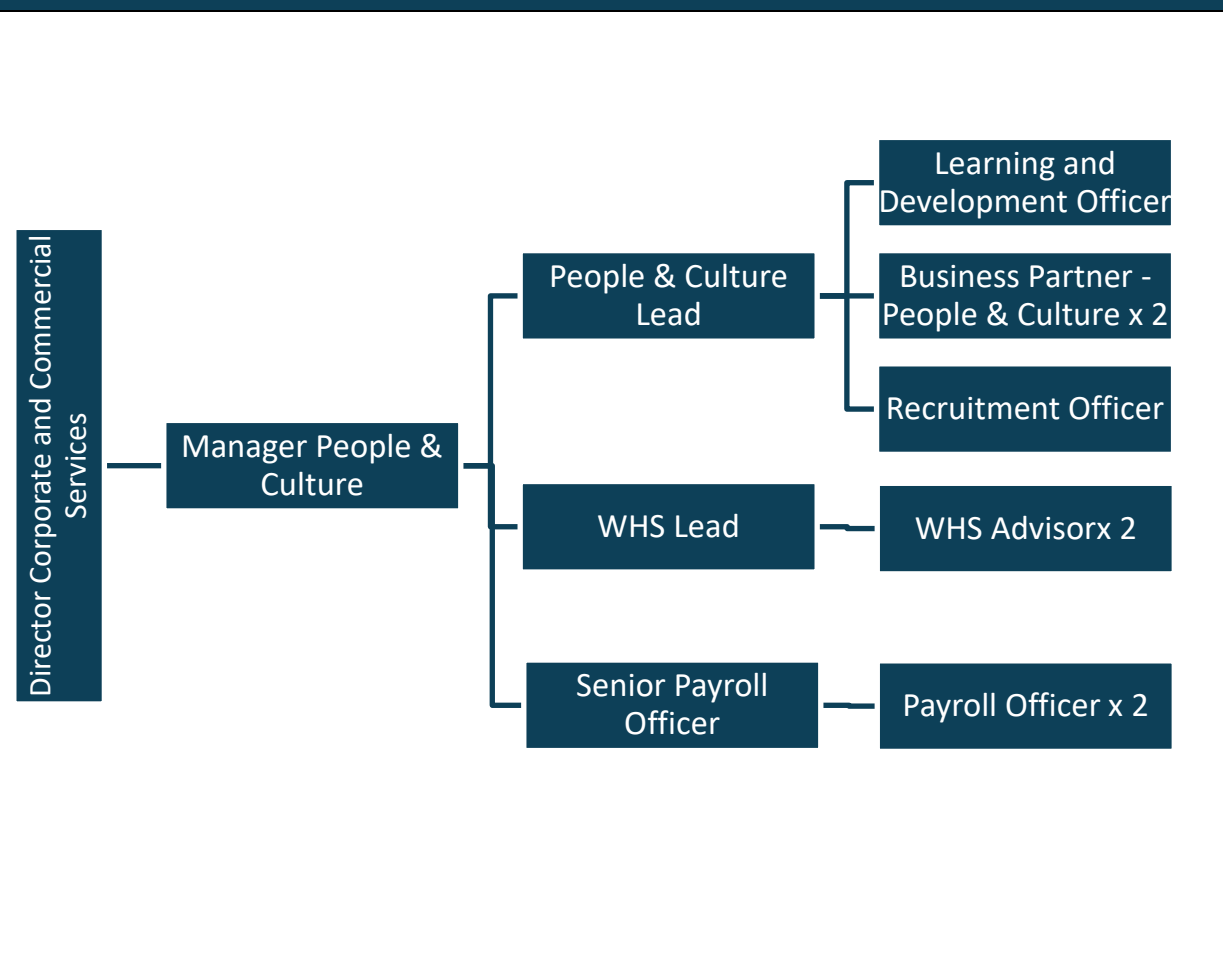


<b>Position Title:</b>	Payroll Officer
<b>Position Number:</b>	2044
<b>Division:</b>	Corporate and Commercial Services
<b>Section:</b>	People and Culture
<b>Grade:</b>	5
<b>Delegations:</b>	Nil
<b>Position FTE Hours</b>	35

### Primary Purpose

To assist in processing payroll data, analysing payroll reports, providing of information relating to employment conditions and interpreting relative legislation.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Relevant qualification
- Current Class C driver's licence
- Satisfactory Criminal Record Check

### Skills and Experience

- Experience in a similar role
- Demonstrated knowledge of computerised finance/payroll systems together with Microsoft Office applications (emphasis on Excel)
- Demonstrated ability and/or experience in preparation, entry and processing of payroll data
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Knowledge of relevant industrial relations, taxation, superannuation and workers compensation legislation or ability to rapidly acquire
- Proven experience to deliver high quality customer service and outcomes within required deadlines
- Demonstrated ability to work and contribute as part of a team
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Assist to ensure timely and accurate inputting of the fortnightly payroll within the pre-determined timeframes
- Assist in accurate processing of payroll and analysing the reports including end of year and apprentices
- Maintain filing of confidential electronic personnel records in accordance with prescribed processes
- Assist with calculation of resignation/retirement in accordance with relevant legislation and employment entitlements
- Assist with the reconciliation of payroll suspense accounts
- Assist in the calculation and payment of Superannuation and Taxation payments in accordance with the Superannuation, taxation and workers compensation legislation
- Assist the Senior Payroll Officer in the continued improvement and efficiency of payroll processing
- Collect, prepare and distribute for data entry internal and external employee timesheets to relevant personnel
- Assist with data entry of time sheets when necessary
- Checking of reports after data entry for anomalies
- Carry out maintenance for recording and paying annual leave, sick leave, long service leave, leave associated with workers compensation claims and carer's leave as prescribed by the various legislation and Council agreements

- Provide support and verification for the calculation of all termination payments, taking into consideration the relevant awards, taxation and superannuation legislation
- Ensure that superannuation funds and individual entitlements are accurately maintained and comply with superannuation guidelines
- Assist in the calculation and payments of employee superannuation contributions to the relevant funds in accordance with fund and legislation requirements
- Ensure employee tax information is recorded and forwarded to the relevant government agencies
- Compile information for various government department (Centrelink, NSW Housing and Child Support Agency etc.) within the required timeframes
- Assist with payments for workers compensation
- Assist with the online administration of payments for apprentices
- Maintain confidential electronic storage of employee personnel records
- Filing of leave forms and timesheets
- In the absence of the Senior Payroll Officer, complete the payroll process to ensure the timely payment of Council staff, if and when necessary
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities	
The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available <a href="#">here</a> . The focus capabilities for this position are:	
Group	Capability
Personal Attributes	<b>Manage Self - Demonstrates "Achieves It"</b> <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i> <ul style="list-style-type: none"> <li>• Understands what needs to be done and steps up to do it.</li> <li>• Pursues own and team goals with drive and commitment.</li> <li>• Shows awareness of own strengths and weaknesses.</li> <li>• Asks for feedback from colleagues and stakeholders.</li> <li>• Makes the most of opportunities to learn and apply new skills.</li> </ul>
	<b>Ownership - Demonstrates "Achieves it"</b> <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> <li>• Undertakes work with care and concern for results achieved.</li> <li>• Demonstrates ownership through language and behaviour.</li> <li>• Speaks up when errors made.</li> <li>• Able to get work completed to the required standard.</li> </ul>
Relationships	<b>Customer Focus - Demonstrates "Achieves it"</b> <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> <li>• Identifies and responds quickly to customer needs.</li> <li>• Demonstrates a thorough knowledge of services provided.</li> <li>• Puts the customer and community at the heart of work activities.</li> <li>• Takes responsibility for resolving customer issues and needs.</li> </ul>

Results	<b>Plan and Prioritise - Foundational "Does it"</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> <li>• Understands team objectives and own contribution.</li> <li>• Plans and organises own work tasks.</li> <li>• Asks when unsure about the relative priority of allocated tasks.</li> <li>• Manages time appropriately and re-prioritises as required.</li> <li>• Identifies and informs supervisor of issues that may impact on completion of tasks.</li> </ul>
	<b>Deliver Results - Demonstrates "Achieves it"</b> <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i> <ul style="list-style-type: none"> <li>• Takes the initiative to progress own and team work tasks.</li> <li>• Contributes to the allocation of responsibilities and resources to achieve team/project goals.</li> <li>• Consistently delivers high quality work with minimal supervision.</li> <li>• Consistently delivers key work outputs on time and on budget.</li> </ul>
Technical	<b>Information and Technology - Demonstrates "Achieves it"</b> <i>Use technology and information to maximise efficiency and effectiveness.</i> <ul style="list-style-type: none"> <li>• Shows confidence in using core office software and other computer applications.</li> <li>• Makes effective use of records, information and knowledge management systems.</li> <li>• Supports the introduction of new technologies to improve efficiency and effectiveness.</li> </ul>

## Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signature of Employee</b>	
<b>Date</b>	