Job Description

Position details:

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| Title: | Payroll Coordinator | **Position Number:** | 01131 |
| Classification: | Level 4 | | |
| Branch: | People and Culture | | |
| Directorate: | Business Support Services | | |
| Award/Agreement: | Public Sector CSA Agreement and GOSAC Award 1989 | | |
| Reports to: | Manager People and Culture | | |
| Direct Reports: | Payroll Officer | | |
| Special Conditions: | Nil | | |

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

**The VenuesWest Way guides the way we work and the way we model our behaviour.**

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:

Shape

Description automatically generated

About the Directorate

Business Support Services’ intent is to build organisational capacity through the support and development of VenuesWest’s people, systems and processes.  In doing this, the directorate will deliver timely, efficient strategic advice and support services to the organisation in People and Culture; Information and Communication Technology; and Risk, Safety and Health.

About the Role

The key functions of the Payroll Coordinator are to coordinate the production of timely and accurate fortnightly payroll processes, ensuring compliance with relevant Award, Agreement and legislative requirements and providing payroll related advice to VenuesWest employees.

About the Responsibilities

*VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest’s Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

Payroll Processing

* Prioritises and manages the fortnightly pay run process and scheduling of the pay run cycle.
* Maintains, monitors and verifies accurate data for personnel and payroll activities including allowance payments, contract renewals, terminations, leave applications and salary packaging.
* Facilitates the finalisation and importing of timesheet and payroll data from external sources
* Facilitates the pay distribution including bank, ATO and general ledger files
* Coordinates the provision of general ledger information to Finance.
* Prepares and processes end of year financial transactions and reconciliations.
* Organises, coordinates and processes Superannuation payments.
* Assists in the development, implementation and application of human resource management and payroll policies, procedures and guidelines.

Payroll Administration

* Provides advice and support to members of the People & Culture team and managers and employees within the organisation to ensure compliance with relevant legislation and protect the integrity of the payroll service.
* Ensures the maintenance of current Award, Employment Agreement provisions, rulings and precedents.
* Undertakes research, analysis and resolves issues identified through processing of source documents, payroll enquiries and exception/audit reports.
* Provides statistics, information and reports.
* Liaises with external stakeholders involved with the payroll service to facilitate professional relationships.
* Maintains a thorough understanding of system functionality and supports the business with reporting assist with change and business improvement initiatives.
* Responsible for systems administration, upgrades and development of the HRI system.
* Assists in the onboarding of new employees through face-to-face payroll inductions and development of onboarding resources in the LMS.
* Assists in the review and update of the VenuesWest General Agreement.
* Reviews and approves leave audits for transferred employees.
* Calculates and undertakes pre-checks for terminations for processing by the Payroll Officer.
* Undertakes responsibilities as system administrator for the HRIS and Time and Attendance Systems.

People Management

* Supervises the Payroll Officers and provides direction, information, resources during operations and through the Performance Development and Planning process.
* Contributes positively to the team environment and supports human resource initiatives to enhance service delivery.

Workplace Safety and Health

* Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

* Performs other relevant duties as required.

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Skills, knowledge and experience in the delivery of payroll services including;
   1. the use of an integrated Human Resource Information System;
   2. end to end payroll processing and reporting;
   3. applying processes, procedures and practices in accordance with Awards, Industrial Agreements and legislative requirements; and
   4. provision of payroll related advice and support.
2. Supports shared purpose and direction by understanding the work environment, contributing to team planning, analysing information and identifying risks and uncertainties in procedures and tasks.
3. Monitors own progress against performance expectations; demonstrates knowledge of new programs, products and services; and works to agreed priorities responding to changes in requirements to ensure results are achieved.
4. Builds and maintains relationships with team members, colleagues and clients, shares information with and contributes to team discussions to ensure others are kept informed; and treats people with courtesy and respect.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct, providing accurate information, maintaining effective performance in challenging situations, taking responsibility for completion of work and seeking self- development opportunities.
6. Communicates clearly both orally and in writing, structuring messages clearly and succinctly and listening to differing ideas and understanding issues.
7. Ensures roles and responsibilities are clearly communicated to establish clear performance standards and deadlines; Recognised and develops potential in team members and provides constructive feedback; Promotes change processes and communicates change initiatives across the team/unit.

The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:

1. Experience in contemporary human resource management practices including rostering, establishment management and workforce management processes and/or services.

Qualifications / Certifications

Desirable:

* Tertiary qualification in Human Resources, Commerce or Business or significant progress towards attaining a qualification.

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

* providing appropriate evidence of the ‘Right to Work’ in Australia
* providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

**Important note:** The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

* Shapes and manages strategy
* Achieves results
* Builds productive relationships
* Exemplifies personal integrity and self-awareness
* Communicates and influences effectively
* Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.

Certification:

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| The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. | | |
| Diane Misic  Director Business Support Services |  | Date Approved:  …9.1.24 |
| As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document. | | |
| Employee Name: |  | Date Appointed:  ……../……../…….. |
| Signature: |  | Date Signed:  ……../……../…….. |