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| **AWARD CLASSIFICATION** | GOSAC, Level 3 | **ANZSCO** | 551311 |
| **DIRECTORATE** | Business Support Services | **BRANCH** | People and Culture |
| **LINE MANAGER** | Payroll Coordinator | **DIRECT REPORTS** | N/A |
| **SPECIAL CONDITIONS** | N/A |

## **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 Safety and Risk.

## **ABOUT THE ROLE**

The Payroll Officer undertakes system administration responsibilities in the HRIS and time and attendance systems to prepare fortnightly pays, manage leave entitlements and personnel information, and generate reports to maximise internal customer satisfaction and efficiency of the People and Culture Branch.

The role is undertaken on a rotation basis each pay run between two Payroll Officers with the responsibilities separated between payroll processing and administration and reporting.

## **ROLE RESPONSIBILITIES**

*VenuesWest is committed to Equal Employment Opportunity (EEO) and diversity in the workplace and providing a safe and inclusive environment for workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO and Work Health & Safety legislation, VenuesWest’s Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

#### **PAYROLL PROCESSING**

* On a rotated basis, processes the fortnightly payroll including data entry, reconciliation of timesheet hours, cost center verification and allocation, deductions and pay detail changes for staff using the HRIS and time and attendance systems.
* Interprets the VenuesWest General Agreement, Public Sector Government Officers’ CSA General Agreement and GOSAC Award and applies these to the processing of payroll.
* Responds to payroll related queries.
* Maintains personnel records in the HRI & Time & Attendance Systems
* Processes Employee Reimbursements.
* Processes termination payments for exiting employees.
* Undertakes leave audits for transferred employees for verification and processing by the Payroll Coordinator.
* Administers the Time & Attendance system including employee roster maintenance, position configuration and management of the timesheet approval process.
* Audits staff leave entitlements and prepares leave adjustments.
* Advises employees and managers on payroll-related matters including the application of the Award/Agreements.
* Undertakes quality assurance audits of payroll related activities and personnel records.

#### **ADMINISTRATION AND REPORTING**

* Creates new casual employee records in the HRI, Time & Attendance and the Learning Management Systems.
* Sends induction correspondence and ESS login information to new casual employees and updates and maintains the casual induction register.
* Creates personnel files, archives, photocopies, scans and distributes materials and information as required.
* Updates and maintains the Payroll manual.
* Maintains currency of payroll resources including forms, policies and manuals.
* Reviews casual employment records and timesheets for analysis purposes including casual conversion to permanency.
* Provides employee data to the Health and Injury Management Advisor to assist in the processing of casual workers’ compensation claims and manages any associated payment tasks.
* Maintains currency of the Payroll information on VW Connect.
* Prepares and analyses reports on casual long service leave and prepares associated correspondence for approval by the Manager People and Culture.
* Undertakes responsibilities as system administrator for the HRIS, time and attendance and Learning Management System.
* Identifies and recommends improvements to payroll processes.
* Maintains employee databases and registers including casual qualifications in the HRIS and leave databases.
* Prepares and distributes People and Culture and Payroll reports including FTE, Headcount, Turnover and HR MOIR on a monthly and quarterly basis.
* Provides payroll data for quarterly reporting to the Manager People and Culture.
* Prepares and maintains contracts and general correspondence for the People and Culture team
* Manages the Payroll inbox, responding to or distributing enquiries as required.
* Generates the Significant Dates report and distributes to the People and Culture team and coordinates resulting actions as required.
* Prepares and distributes Pay Certification reports to Managers and follows up approval.
* Ensures payroll records are maintained and archived in accordance with the Records Management Act and VenuesWest records management procedure.
* Assists in the onboarding of new employees through face-to-face payroll inductions and development of onboarding resources in the LMS.
* Assists in the maintenance of organisational charts, pay rate schedules, casual position schedules, code master sheets and other payroll master sheets and data bases.
* Assists in the review and update of the VenuesWest General Agreement.

#### **WORKPLACE SAFETY AND HEALTH**

* I take care to protect my own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws.

#### **OTHER**

* Other related duties, as directed.

## **ROLE REQUIREMENTS**

The following capabilities are to be addressed in context of the responsibilities of the role.

#### **ESSENTIAL**

1. Experience in a diverse payroll support role managing a permanent and large casual workforce, including significant experience in the use of a complex time and attendance system.
2. Supports shared purpose by understanding organisational objectives, how they relate to the role and makes recommendations for improvements.
3. Organises work to reflect changes in priority; Maintains accurate records and files; Sees tasks through to successful completion.
4. Builds and maintains relationships by keeping clients and colleagues informed, managing progress and responding to changes in client needs; Responds to diverse experiences and takes responsibility for delivering customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Provides accurate information; Stays calm under pressure and ensures work is finalised.
6. Communicates clearly both orally and in writing; Listens to, understands and adapts communication styles to the audience.

#### **DESIRABLE**

1. Experience operating Empower HRI or similar HRIS
2. Experience operating a time and attendance system
3. Experience with a learning and development system

## **ABOUT THE VENUESWEST WAY**

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

## **A group of icons to represent the VenuesWest Way signature behaviours. In order left to right; a trophy 'We Champion Dreams', an exclamation mark in a triangle 'We Deliver Safely', a star 'Together We Win', a building 'We Act Like Owners', and a cone with streamers and confetti 'We Celebrate Success'**

## **POSITION CONDITIONS AND ELIGIBILITY**

Appointment to this position is conditional upon:

* Providing evidence of ‘Right to Work’ in Australia
* Providing evidence of a National Police Clearance (dated within 12 months)

## **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 JDF Approved** | 9 January 2024 |