



POSITION TITLE:	Payroll Officer
POSITION NUMBER:	AA016
POSITION LOCATION:	Warrnambool
CLASSIFICATION:	SCHADS Level 3 (PayPoint will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
TEAM /DIVISION:	Workforce Engagement – Corporate Services Division
EMPLOYMENT CHECKS:	Current National Police Check, Working with Children Check and DWES List Check.

OUR ORGANISATION

Brophy Family and Youth Services is a quality accredited Child Safe, not for profit organisation, with a community based Board of Directors. Our service provides a wide range of family, youth and children services across South West Victoria. We are a multi – site organisation, and employees may be required to work at any of our sites. These sites are based in Warrnambool, Portland, Hamilton and Colac.

Brophy Family and Youth Services actively values and promotes diversity in our community and affirms our commitment to always be inclusive and respectful to all, regardless of gender, age, race, sex, sexual orientation, religion, level of ability, cultural or language background.

We welcome people who are LGBTIQ+ (lesbian, gay, bisexual, transgender, gender diverse, intersex, queer, plus other sexual minority identities), and are accredited under the Rainbow Tick Standards for LGBTI inclusive practice.

Our values are: Social justice, Professionalism, Empowerment, Responsiveness and Partnership.

DIVISION AND PROGRAM OVERVIEW

The Corporate Services Division provides a comprehensive range of management and support services across the organisation in the areas of Finance, Information Technology, Records Management, Workforce Engagement, Risk, Facilities Management, Corporate Compliance, Audit, Reception & Administration and Governance.

Workforce Engagement includes the Human Resources, Payroll and Learning & Development (coordinated in conjunction with the Quality & Compliance Team) functions of the Agency and provides support, advice and guidance on all matters relating to these specialist areas to staff across all divisions and teams of the Agency.

PRIMARY PURPOSE OF ROLE

Responsible for the day-to-day support of Brophy's payroll functions including: payment of salaries, taxation management and salary packaging processing; calculation of leave entitlements, accruals and preparation of associated reports; provision of advice regarding remuneration and benefits in accordance with the Enterprise Bargaining Agreement (EBA), Awards and other organisational policies.

This position is required to establish appropriate community contacts, develop and maintain professional working relationships with a broad range of stakeholders and funding partners in the provision of the Agency's services to achieve improved outcomes for clients.

ORGANISATIONAL RESPONSIBILITIES AND ACCOUNTABILITIES

Working in the Workforce Engagement Team, the Payroll Officer supports communication to all levels of the organisation to influence, offer advice and guidance to workers to adopt the most effective payroll and associated functions.

As an advisor on the responsibilities of the role, it is expected that the Officer, listens to and acknowledges that the concerns of others have been heard and provides timely and consistent advice with respect to specific areas of the role and general workforce engagement functions as required.

REPORTS TO

The position reports to and is supervised by the Workforce Engagement Lead.

KEY RESPONSIBILITIES

Personal and Professional

- Demonstrate a commitment to ongoing skill development and training relevant to the role both personally and professionally.
- Participate in supervision, secondary consultation within scope of practice and professional development as negotiated with Line Manager.
- Participate actively in team meetings, team planning days and agency activities to ensure an integrated approach to service delivery.
- Participate in all core training designated by the Community of Practice to ensure integrity of the agreed model of service delivery.

Technical Skills

- Prepare and process a fortnightly payroll in accordance with the Agencies Payroll Manual.
- Completion of all tasks associated with end of financial year payroll.
- Preparation and processing of termination pay calculations.
- Maintenance of all employee leave balances and accrual rules.
- Preparation of salary packaging.
- Production of annual payment summaries for staff and the electronic lodgement of employee details with the Australian Taxation Office.
- Provide statistical reports and returns related to payroll as required.
- Support the communication of advice regarding remuneration and benefits in accordance with the Enterprise Bargaining Agreement (EBA), Award and other organisational policies.
- Effectively administer the superannuation schemes as they apply to all employees.
- Monitoring of leave applications and balances and creation of reports to programs.
- Ensure you have access to and comply with legislation, standards, policies, practices and procedures relevant to the program area.
- Ensure a professional standard of care and service provision according to the philosophy of Brophy Family and Youth Services.

Customer Service

- Respond with a customer focussed approach to all enquiries both internally and externally.
- Promote the program's services and the Agency throughout the region.
- Develop and maintain effective working relationships with a broad range of stakeholders and services, across a variety of sectors to ensure an integrated and collaborative approach that supports positive client outcomes.
- Demonstrate an awareness and practice in response to the diverse needs of clients.
- Demonstrate an understanding of rural communities and the issues they face.

Continuous Quality Improvement

- Seek regular consumer feedback regarding the effectiveness of the programs services as part of BFYS Clinical Governance Framework.
- Participate in program evaluation activities that promote advantaged thinking and contribute to improved outcomes for clients.
- Participate in and contribute to BFYS quality improvement processes and other activities to meet service and accreditation standards.

Team Work and Communication

- Support a positive team approach across the program area, Agency and with other service providers and partners.
- Manage conflict and disputes in a professional manner and in accordance with Brophy policy and procedures.
- Promote effective team communication and development by working professionally and co-operatively with all stakeholders to achieve the Agency's objectives.
- Participate in the development of consumer participation activities within your team and Agency.
- Undertake other appropriate duties as directed by the Line Manager.

Administration and Documentation

- Take responsibility for accurate, confidential and timely case-noting, record keeping, filing and general maintenance of client information, in accordance with relevant program and agency requirements and standards.
- Ensure all relevant program planning, documentation; evaluation and reporting are completed in a timely and accurate manner.
- Ensure all relevant policies and procedures are implemented and adhered to, including the complaints handling procedures and methods for responding to critical incidents.

GENERAL RESPONSIBILITIES

- Adhere to Brophy's Employee Code of Conduct, and internal policies and procedures.
- Actively participate in all required supervision, annual performance management process, professional development and training activities.
- Participate in and contribute to Brophy Family and Youth Services quality improvement process and other activities to meet service and accreditation standards.
- Participate and contribute to the culture of a Learning Organisation environment.
- Maintain a healthy and safe work environment including supporting the monitoring and management of risk and WHS systems.
- Participation in the development of consumer's participation activities within your program and Brophy.
- Demonstrate and commit to Brophy's organisational values and model these on a daily basis.

This position description describes in general terms the requirements for this position to operate on a normal day to day basis. However, these duties maybe amended or varied from time to time, within the normal capacity of the role without changing the level of responsibility.

KEY SELECTION CRITERIA

Qualifications:

- A minimum qualification of a Diploma of Accounting or associated level of payroll related qualification.
- A current Drivers Licence.

Experience, Skills and Abilities

The successful candidate will have the best combination of the following characteristics:

- Considerable professional experience in preparing and processing payroll and its associated functions for a workforce of 100 – 200 employees, including the ability to use computerised payroll systems.
- A high level of administration and time management skills applied with a proactive approach, along with a demonstrated ability to meet deadlines, including flexibility in adjusting to changing priorities.
- Proven ability to adhere to confidentiality requirements for employee and organisational information.
- Demonstrated knowledge and understanding of appropriate legislation and the ability to adhere to policy and procedures including EBA's, Industry Awards and legislation.
- Excellent communication and interpersonal skills including the ability to demonstrate experience in liaising with a diverse range of stakeholders.
- Ability to maintain positive, effective working relationships with colleagues, peers, and relevant stakeholders in a wide range of government, business and community organisations.
- Ability to use Microsoft office suite of products, along with experience in electronic databases.

AUTHORISED BY

NAME: Josh Hill
POSITION: Executive Managers – Corporate Services
DATE: January 2021

ACCEPTED BY INCUMBENT

NAME: _____
SIGNED: _____
DATE: ____/____/____