

POSITION DESCRIPTION

Position Title:	Payroll Support Officer
Position Number:	11029
Directorate:	Corporate Services
Reports to:	Manager Human Resources
Supervises:	Nil
Internal Liaison:	Directors, Managers, Supervisory staff, HR Team
External Liaison:	External and Internal Candidates, HR Representative bodies including industrial relations advisor/s, unions and state government agencies, Employment agencies.
Department:	Human Resources
Agreement:	City of Karratha Enterprise Agreement 2015
Classification:	Level 3

1. POSITION OVERVIEW

The Payroll Support Officer is responsible for providing systems and administrative support to the Human Resources department and provide a professional Payroll service to both internal and external customers.

1.1 Position Objectives

- Perform data entry duties of timecards, timesheets and leave provisions.
- Provide customer service to staff and HR team with respect to payroll procedures and functions.
- Assist the HR department with administration support for Payroll.

2. DUTIES & RESPONSIBILITIES

2.1 Payroll Processing

- Assist Payroll Officer in ensuring all relevant payroll information is received and processed in a timely manner
- Process time cards and timesheets for data entry as required.
- Respond to employee payroll related enquiries as required.
- Assist with processing leave forms and confirm leave due to staff.
- Regularly maintain and file employee records
- Refer questions relating to EA interpretation to the Manager Human Resources as needed.
- Create new employee profiles when new starter paperwork is received.
- Update employee details in the system as required.
- Calculate termination payments and back pays ensuring compliance with current taxation legislation.
- Assist the Payroll Officer to process claims for long service leave contributions from other Local Governments.
- Assist the Payroll Officer to complete payroll related surveys as needed and by the required deadline.

2.2 Administrative Support

- Assist the HR team with administrative duties and projects as required.
- Provide assistance to Payroll
- Assist in the administration of the termination process
- Maintain Payroll filing system
- Any other duties consistent with the level of this position

2.3 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety.
- Utilise the City's procedure for OHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of safety or health.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form within 3 days.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the OHS Management at the City of Karratha: Roles and Responsibilities.

3. KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Specialist Knowledge and Skills

- Sound working knowledge of Microsoft Office software and developed keyboard skills.
- Demonstrated ability in problem solving, initiative and conflict management skills.

3.2 Inter Personal Skills

- Excellent Customer service skills & interpersonal skills.
- Developed verbal and written communication skills with a high level of attention to detail, accuracy and confidentiality.
- Demonstrated ability in the areas of time management, working autonomously and within a team

3.3 Qualifications and Experience

- Previous experience in an administration role ideally with a high level of data entry
- Demonstrated previous experience in payroll provision and in interpreting awards and Enterprise Agreements (desirable)
- Previous experience working with Technology One products, ideally Ci and CiA (desirable)
- National (or Federal) Police Certificate no more than 6 months old