

POSITION DESCRIPTION



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

POSITION DETAILS

POSITION TITLE	Payroll / HR Officer
DEPARTMENT	Governance
POSITION STATUS	Permanent Full-time
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
CLASSIFICATION	Level 2 - 3
REPORTS TO	HR Officer
DELEGATIONS	As per Council's Delegation of Authority Register

QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust and Teamwork.**

POSITION OBJECTIVE / OVERVIEW

To accurately prepare, reconcile and execute the fortnightly payroll process ensuring the timely disbursement of wages, salaries, deductions and taxation payments and to provide information regarding awards, superannuation and payroll deductions to all employees.

To contribute to and support the Human Resources activities of Council including (but not limited to) the maintenance of confidential employee records and recruitment activities.

KEY ACCOUNTABILITIES / DUTIES

1. Prepare, reconcile and execute the fortnightly payroll process and related activities;
2. Reconcile all payroll deductions and costings;
3. Maintain employee sick, annual and long service leave records;
4. Prepare Superannuation and payroll related statistical returns;
5. Maintain Council's HR Metrics statistics;
6. Maintain Council's employee review system;
7. Maintain confidential employee payroll files;
8. Provide monthly reporting of leave liabilities and other payroll reports;
9. Assist in the development of Staff Newsletters by providing timely payroll and HR information for inclusion; and
10. Provide support to the Human Resources Officer.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- Significant knowledge of payroll processing requirements;
- Demonstrated ability to maintain highly confidential information;
- Demonstrated high level attention to detail;
- Knowledge of, and ability to interpret Industrial Awards and legislation relevant to Local Government;
- High level numeracy and data entry skills;

- High level verbal, written and interpersonal communication skills; and
- Current Queensland 'C' Class Driver's Licence.

Desirable

- Local Government experience in a similar role.

WORK ENVIRONMENT and PHYSICAL DEMANDS

This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low-level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

ORGANISATIONAL ACCOUNTABILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable to adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

ACKNOWLEDGMENT

I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
Print Name	
Date	/ /