

POSITION TITLE	HR Payroll & Safety Support Officer
DEPARTMENT	Corporate & Community Services
GROUP	Human Resources
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 2
REPORTS TO	Coordinator Human Resources

Department Summary

The Corporate & Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Customer & Community Services
- Development & Governance
- Human Resources
- Information Systems

Position Summary

The HR Payroll & Safety Support Officer is responsible for the timely and accurate processing of pays and the maintenance of employee records in accordance with relevant legislative requirements and industrial instruments. The position provides administrative support to the Human Resources group with a focus on the Payroll function and Workplace Health and Safety. The role will work under the close direction of the Workplace Health & Safety Advisor and provide administrative support to maintain, implement and ensure compliance with the safety management system, as directed.

Key Responsibilities

- As a member of the HR team, assist in the provision of efficient and effective HR, Payroll and WHS administration in accordance with Council policies, procedures and guidelines, Council's safety management system and legislative requirements
- Provide general support on HR, Payroll and WHS policies, procedures and guidelines to managers and staff when requested, ensuring accurate information is relayed and more complex questions are escalated to senior staff when required
- Process Payroll from timesheet entry to bank download with accuracy and efficiency by ensuring that information recorded on timesheets is accurate and authorised, with any issues of concern escalated to the supervisor for clarification
- Generate fortnightly payslips and payroll deduction remittances for Creditors, upload superannuation contributions via the clearing house portal and transmit STP
- File and maintain payroll records and documents accurately upon completion of the pay run each fortnight and archive payroll records when appropriate
- Process termination pays, special pays, back pays and end of financial year as required and within necessary timeframes

- Respond positively to internal and external payroll enquiries and provide excellent customer service in all interactions and transactions
- Collate and maintain WHS management plan, documents, policies, procedures and reports accurately and in a timely manner
- Take an active role in the implementation and administration of WHS initiatives such as on-site alcohol and drug testing, compiling, distributing and monitoring Monthly Action Plans (MAPs) and support to supervisors in the implementation of the safety management system
- Perform all duties and responsibilities with discretion and strict adherence to confidentiality principles and the Privacy Act, ensuring that sensitive and/or private information is not released without authorisation
- Commit to continual improvement by making recommendations for and assisting with the development of more efficient work practices, policies and procedures
- Contribute to the development of an environment that fosters a strong sense of team spirit as well as a commitment to personal and professional development and a safe working environment
- Other reasonable duties as directed from time to time

Skills and Knowledge

- High-level organisational and time-management skills including the ability to meet payroll processing time commitments, self-manage priorities, meet deadlines and exercise initiative
- High-level accuracy and attention to detail
- High-level keyboard speed and accuracy for data entry
- Demonstrated ability to maintain confidentiality and exercise discretion at all times
- Well-developed skills in using the Microsoft Office suite of applications including Word, Outlook and Excel, as well as other software relevant to the position such as Technology One and records management software
- Ability to work with members of a team and constructively contribute to that team
- Ability to exercise confidentiality, discretion, sensitivity and judgement
- Knowledge of or the ability to rapidly acquire knowledge of relevant legislation and Council policies and procedures

Experience and Qualifications

Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Demonstrated experience in an administration role, preferably in payroll or finance

Desirable

- Payroll processing experience
- Local Government experience
- Knowledge of and experience with Technology One software
- Relevant experience and qualifications in Human Resources, Business Administration, Workplace Health and Safety or similar

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)			
INCUMBENT NAME		SIGNATURE	
SUPERVISOR NAME		SIGNATURE	

Last Review Date: 18 March 2024