

POSITION DESCRIPTION

Payroll Officer

Position number	1053	
Directorate	Office of the CEO	
Service unit	People and Culture	
Classification	Band 5 (Moorabool Shire Council Enterprise Agreement No 10, 2023)	
Organisational relationships	Reports to	Systems, Strategy and Payroll Lead
	Directly supervises	Nil
	Internal relationships	All Staff
	External relationships	TechOne, Superannuation providers, Other Councils, Australian Taxation Office, , Banks, Centrelink.
Probation period	6 months (applies to all new employees)	
Approved by (position title)	Executive Manager People and Culture	
Date	July 2025	
Position purpose	The Payroll Officer will be responsible for supporting the delivery of the payroll service in accordance with relevant legislation and Agreements.	

Key responsibilities and duties

Payroll Processing

- Assist in the preparation of the fortnightly payroll, including but not limited to the processing of associated payroll documentation, preparation and data entry of timesheets and leave, STP reporting, payment of superannuation and other associated processes and payments.
- Handle payroll enquiries ensuring telephone and email enquiries are handled in a timely manner and appropriate actions are taken having regard to Council's policies and procedures.
- Provide accurate Payroll advice to Council and other organisations as required.
- Assist in the education and the awareness of staff in relation to Council's Pay and Conditions, including Employee Self-service and other software programs as required.

- Maintain and update payroll databases including employee and position records, ensuring personal and sensitive payroll information is handled with the highest level of confidentiality.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Often
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Often
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Often
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Occasionally
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development 	Occasionally

Classification definitions

Accountability and extent of authority	<ul style="list-style-type: none"> • Support the timely and accurate delivery of the payroll service to ensure all legislative requirements are met. • Maintain compliance with associated legislation in relation to administration of pay, including application of National Employment Standards, Enterprise Agreement, Australian Tax Office requirements and specific Local Government provisions such as Long Service Leave. • Maintain a high level of confidentiality and discretion in the handling of a wide range of information and data. • • Freedom to act is subject to policies, regulations, and supervision by the Systems and Strategy Lead.
Judgement and decision making	<ul style="list-style-type: none"> • Prioritise daily operations to coordinate specific allocated tasks in a challenging and demanding work environment. • Identify and use initiative to resolve payroll problems using standard procedures and guidelines with guidance usually available to make a choice. • Prioritise workloads to achieve work targets. • Display discretion and confidentiality in dealing with all employees.
Specialist skills and knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the payroll function within its organisational context, including its processes, procedures, regulations, and precedents. • Customer service skills for face to face, telephone, and email interactions. • Highly developed computer skills to produce accurate documentation. • An understanding of the role and function of the senior employees to whom they provide support, an understanding of the long-term goals of the unit in which they work, and an appreciation of the goals of the wider organisation.
Management skills	<ul style="list-style-type: none"> • Manage own workload and time effectively, achieving priorities and working towards short term goals in line with team and organisational objectives, with guidance as required. • Work independently or as part of a team, and actively participate in change. • Work with limited supervision and seek advice and assistance from others when required. • Uphold and enforce payroll policies and procedures.
Interpersonal skills	<ul style="list-style-type: none"> • Sound verbal and written communication skills, including the ability to gain cooperation and assistance from other employees within Council.

- Retain personal and sensitive personnel information to the highest level of confidentiality.
- Positively contribute to the People and Culture team; willing to assist on other non-role related tasks, contribute to reporting, problem solving and planning and to share knowledge and information openly and transparently.

Qualifications, skills and experience

Qualifications

- A Diploma in Business with experience supporting the delivery of a payroll service; or
- Significant experience supporting the delivery of a payroll service in a similar role and organisation.

Skills and experience

- Demonstrated experience supporting the delivery of a payroll service.
- Demonstrated experience in the operation of a variety of Microsoft Office based applications and databases.
- Well developed understanding of payroll associated legislation.
- Well developed written and verbal communication skills.
- Ability to work within a team and build effective working relationships more broadly.

Licences and registrations

- A current Victorian Drivers License is preferred as work may need to be undertaken in a range of locations across Council.

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg				✓
Manual handling – above 5 kg below 10 kg				✓
Working with arms above head				✓
Manual handling – lifting above shoulder				✓
Repetitive bending/twisting				✓
Using vibrating / powered hand tools				✓
Close inspection work				✓
Working in dusty / slippery / wet conditions				✓
Wearing safety shoes/boots (steel cap)				✓
Wearing hearing / eye protection				✓
Using chemicals				✓
Repetitive hand washing / cleaning				✓

Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)				✓
Working in cold (under 5 C)				✓
Driving vehicles			✓	
Operating plant				✓
Using a keyboard	✓	✓	✓	✓
Writing by hand	✓	✓	✓	✓
Transcribing from hard copy	✓	✓	✓	✓
Audio transcription	✓	✓	✓	✓
Handling difficult customers onsite	✓	✓	✓	✓
Handling difficult customers offsite	✓	✓	✓	✓
Making decisions that impact on other employees (disciplinary / restructure / investigation)	✓	✓	✓	✓
Other _____	✓	✓	✓	✓

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.