

POSITION DESCRIPTION

Job title:	Payroll and People, Culture and Change Support Officer	
Program/Service:	People Culture and Change	
Location:	Coolangatta	
Award:	SCHADS Level 4	
Reports to:	Director People Culture and Change	
Direct reports:	Nil	
Financial delegation:	Nil	
Purpose		
<ul style="list-style-type: none"> This is a highly administrative role touching on all aspects across our Payroll, HR, Policies and Practices, plus opportunity to support on projects. In collaboration with all People, Culture and Change Team members provide high quality support across all related areas, efficiently meeting required deadlines. 		
Our Values		
<p>Trust & Respect - we act with integrity and treat people with courtesy and kindness</p> <p>Wellbeing - we connect, we give, we learn, we care and take notice</p> <p>Innovation - we share and foster ideas across the organisation</p> <p>Working Well Together - we work cohesively towards a common goal, creating a positive working environment</p> <p>Being Gracious - we really listen and be polite in our dealings with each other</p>		
Key results area (KRA)	Accountabilities	Estimated % of time spent on KRA
Payroll	<ul style="list-style-type: none"> Perform payroll transactions and maintenance functions as required to ensure accurate and timely processing of fortnightly payroll in the Micropay Payroll software system. Generate electronic payment files and interface with general ledger accounting system. Utilise knowledge of awards to check timesheets and calculate appropriate shift and other penalties. When required, calculate and process termination payments and update records. Generation of fortnightly and monthly reporting in Micropay. Perform Monthly Superannuation reports process. Checking of electronic rostering for accuracy and completeness prior to approval of data for transfer to Mircopay. Assist in recording and maintaining employee leave records. Assist in processing approved pay rate changes and award pay increases in accordance with applicable award. 	50%
People & Culture Support	<ul style="list-style-type: none"> Manage employee related enquiries lodged through the HR inbox escalating enquiries to the appropriate PCC team member as required. Management of the HRIS. Manage the Human Resources RDrive folder system including archiving of files and other documentation as required. 	35%

	<ul style="list-style-type: none"> • Update and prepare the Organisational Charts in Visio. • Provide general administration support for Director People Culture and Change as requested. • Draft correspondence between the organisation and employees on Employee/Industrial Relations matters. • Liaise and coordinate the Employee Assistance Program ensuring monthly reports are sent to the Leadership team. • Ensure all contract of employment documentation is returned by new employees together with all new employee forms. • Set up IT access for new employees and manage subsequent requests for additional access. • Set up New employees into the Learning Management System (GO1) and ensure all mandatory training is assigned. • Coordinate and support managers with the probation procedure. • Notify existing employees of expired credentials and ensuring updated details are saved on file and in relevant systems. 	
Reporting	<ul style="list-style-type: none"> • Develop, coordinate, monitor and evaluate a range of HR metrics, benchmarking and reporting as required. • Prepare monthly reports/notifications to advise on probation reviews and other variation dates. • Conduct regular audits to ensure all employee training records meet required standards and are up to date. • Produce relevant data and reports as required. • Draft the required information and data for the Monthly Board Report for the Director People, Culture and Change to review and submit. • Develop and release the monthly organisational People Report. • Initiate the preparation of the Workplace Gender Equality Report in conjunction with the Senior Payroll officer and the Director People, Culture and Change to submit the Annual Report. 	10%
Projects	<ul style="list-style-type: none"> • Perform special projects as directed by the Director People, Culture and Change. 	5%
General responsibilities	<ul style="list-style-type: none"> • Understand the aims and objectives of Momentum Collective and the relevant work division/s. • Demonstrated commitment to working within the Momentum Collective Workplace Values. • Responsibility of this position ensures that the highest quality of respect to clients is maintained at all times (refer to Confidentiality and Code of Conduct Agreement). • Read and carry out actions from all relevant internal communications. • Attend relevant meetings and approved staff development activities as appropriate to this position. • Participate in an annual performance review and plan and seek formal supervision if required. • Follow all reasonable direction from supervisors. 	continual
Team collaboration	<ul style="list-style-type: none"> • Assist in the development of risk and quality management policies and procedures, including the necessary documentation relevant to the service. 	continual

	<ul style="list-style-type: none"> • Manage effective and professional boundaries and manage effective and professional relationships with all employees of Momentum Collective • Proactively identify opportunities for continuous improvement. • Perform as a role model for clients and staff in terms of attitude, behaviour and professional aptitude. 	
Health and Safety	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons. • Comply with any reasonable instruction given by the person conducting a business or undertaking that allows that person to comply with the WHS Act 2011 and WHS Regulation 2011. • Cooperate with any reasonable policy or procedure of the business or undertaking that relates to work health and safety that you have been notified of. • Be thoroughly familiar with all procedures relating to health and safety that are provided and in place pertaining to your role. • Participate in any information, instruction, supervision and/or training programs for WHS as directed within agreed timeframes. 	continual
Relationships		
Internal		
<ul style="list-style-type: none"> • Momentum Collective employees across all divisions 		
External		
<ul style="list-style-type: none"> • External services 		
Person specifications		
	Critical	Desirable
Qualifications and Credentials	<ul style="list-style-type: none"> • Diploma of Human Resource Management or equivalent • Current unencumbered Driver's Licence 	
Experience	<ul style="list-style-type: none"> • Relevant experience in a Payroll and HR support role (2 years minimum) • Demonstrated experience working with MicrOpay Meridian payroll software or other similar industry standard payroll software package. • Demonstrated working knowledge of relevant awards and National Employment Standards, employment taxation and superannuation and any other relevant legislation. • Demonstrated understanding of the nature of sensitive personal information and the importance of complete confidentiality. 	<ul style="list-style-type: none"> • Previous experience in the provision of community services, within the Not For Profit Sector.
Specific skills	<ul style="list-style-type: none"> • Intermediate computer literacy skills including the Microsoft Office Suite. 	

	<ul style="list-style-type: none"> • Able to manage own time, plan and organise own work. • High level interpersonal communication skills with the ability to build and maintain effective relationships. • Ability to communicate professionally and appropriately through written and verbal correspondence. • Able to undertake a range of activities requiring the application of established work procedures. 	
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Key performance indicators

Performance will be reviewed based on expectations and specific indicators agreed upon with your Manager. These indicators will include matters critical to the success of Momentum Collective such as:

- Achievement of individual results
- Achievement of team results
- Completion of individual training and development
- Assessment of performance

Acceptance of responsibilities

I have read the requirements and responsibilities outlined in this position description, Momentum Collective’s Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

I accept my performance will be measured through the agreed objectives and key performance indicators set with my manager each year and reviewed in accordance with Momentum Collective’s performance management policies, guidelines and processes.

I acknowledge that this appointment requires a satisfactory Police check on commencement and at any time during employment on request.

Employee

Signature

Date

Important note: This position description serves as a guide to the scope and range of activities that may be required of the incumbent and may change at any time according to the needs and priorities of Momentum Collective.