|  |  |
| --- | --- |
|  | |
| **Position Title** | Payroll Officer |
| **Position Number** | N5501 |
| **Department** | Finance |
| **Classification** | Administration Grade 1-3 – HS 1-3 (Dependant on skills and experience) |
| **Agreement** | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025 |
| **Reports to:** | Payroll Manager/Director of Finance |

|  |  |
| --- | --- |
| **POSITION DESCRIPTION** |  |

**Position Purpose:**

Preparation and process of employee payroll for East Grampians Health Service. This position is responsible for ensuring that all staff are remunerated in accordance with policies, procedures, legislative requirements and award conditions.

**Department / Unit Specific Overview**

The Finance Department provides technical support to all other departments within the organisation with respect to financial transactions. Major areas of focus are processing payments and raising invoices, as well as reconciling subsidiary ledgers. The department also provides data analytics and reporting for decision making to the Executive team and the Board of Management, plus a wide range of compliance reporting. Members from the Finance Department are encouraged to be involved with regional groups and support initiatives that relate to finance or the systems in use.

**Our Values**

|  |  |  |
| --- | --- | --- |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20(2023-27).pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](https://vpsc.vic.gov.au/wp-content/uploads/2015/03/VPSC_Code_VPSE_WEB.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](https://app.prompt.org.au/download/212511?code=5d442723-b08d-4b82-89fd-8af3921b55d0)

[Hand Hygiene - SOPP 70.18](https://app.prompt.org.au/download/212553?code=a486529d-4f8b-4c5d-87e9-0677d33410ac)

[Occupational Health and Safety - SOPP 72.09](https://app.prompt.org.au/download/212266?code=30bd9101-9aed-4e89-b831-6fa3f5259387)

[Person Centred Care - SOPP 60.20](https://app.prompt.org.au/download/212400?code=b1b12d5e-e692-4050-97d2-43a017eae1ae)

[Safety - SOPP 72.13](https://app.prompt.org.au/download/212267?code=c44edf2f-251e-4e14-b4ca-768f1953d544)

[Performance Development - SOPP 35.27](https://app.prompt.org.au/download/212614?code=fb4b7ac9-47f4-4a51-9f1d-532615eed103)

[Risk Management - SOPP 74.01](https://app.prompt.org.au/download/212447?code=f566d6fd-4a43-41b3-9411-3994e7bb929e)

[Child Safe – SOPP 57.24](https://app.prompt.org.au/download/212379?code=371643ca-b971-4108-ad32-9be038f25930)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Timely and accurate processing of end-to-end fortnightly payroll including salary packaging, leave management, superannuation and WorkCover obligations
* Completing payroll auditing as required
* Support the use of the electronic rostering system (RosterOn) and its transfer of information to the payroll system
* Providing high level payroll customer service support by responding to employee and management queries
* Liaise with Salary Packaging and Superannuation providers
* Respond to staff wage and salary queries
* Interpreting and applying current Enterprise Bargaining Agreement awards
* Assist department managers by providing necessary reports
* Participate in organisation-wide, site based team meetings, collaborative planning activities and other meetings or activities relevant to the position
* Maintain accurate employee information in the payroll system
* Complete year end processes including income statements

**Key Performance Indicators**

Key performance measures are how you demonstrate meeting the responsibilities of the position. These measures will be used as a part of the Personal Development Plan (PDP) to be commenced within the first six months of appointment and then reviewed on an annual basis.

* Complete timely and accurate Payroll functions
* Maintain EBA/Award knowledge related to pay and benefits

Key Selection Criteria

**Essential Criteria:**

* Previous experience as a Payroll Officer or finance background
* Self-reliant, motivated, able to work independently and innovatively and respond to a situation where a high level of professional autonomy exists, whilst working within EGHS policies and protocols
* Able to communicate effectively to a wide range of people including EGHS staff and management, and external bodies including Superannuation Funds, ATO, Centrelink and Salary Packaging provider
* Demonstrated written and computer skills (Microsoft suite) at the level required to fulfil this position
* Demonstrated understanding of accounting principles and practices
* Knowledge of HR system CHRIS21 and RosterOn
* Good computer literacy and experience using Excel spreadsheets

**Desirable Criteria:**

* Current drivers licence
* Previous experience with electronic HR systems ie. CHRIS21 or RosterOn/Allocate electronic payroll systems
* Experience and understanding of current health service awards and classifications

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Immunisation requirements (annually)

**Acknowledgement**

|  |  |
| --- | --- |
| Employee Name | |
| Employee Signature | Date |
|  |  |
| Manager Name |  |
| Manager Signature | Date |
|  |  |
| Developed Date (MM,YY) |  |
| Developed By Name |  |
| Developed by Title |  |