

POSITION DESCRIPTION

Position Title	Human Resources & Payroll Officer	Position Number	172
Service Area	Human Resources		
Remuneration	Level 5	Position FTE	1.0FTE (38 hours per week)
Reporting to	Head of Human Resources		
Supervision of	No direct supervisory responsibilities		
			Updated July 2022

Our Vision, Mission and Values

Our Vision

A community where everyone has a safe and secure place to call home.

Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

Our Values

St Bart's aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

- Empowerment** We create a community where everyone believes they have the ability to make a difference.
- Innovation** We foster an environment where creativity thrives.
- Commitment** We have the courage and determination to make it happen.
- Collaboration** We work together to achieve shared goals.
- Social Justice** We believe everyone has a right to equitable treatment, dignity and compassion.

Position Overview

The Human Resources and Payroll Officer works within a small team to deliver effective, proactive and customer focused payroll and human resources activities and provide generalist advice across all areas of human resources. This role is also responsible for end-to-end payroll including the processing of payroll on a fortnightly basis utilising a cloud based HRIS (foundU).

**We're by
your side.**



St Bart's

Key Responsibilities

- Work in collaboration with the Human Resources team to support the delivery of effective human resources objectives, strategies, and projects.
- Act as a first point of contact and respond to general employee human resource and payroll queries.
- Provide human resources support to stakeholders on a range of activities including payroll, employee related matters, end to end recruitment, learning and development.
- Fortnightly processing of payroll including payment of PAYG, superannuation and salary packaging.
- Maintenance of employee and human resources related records, databases, registers, files including the improvement of record keeping within the Human Resources Information System (HRIS).
- Interpretation of policies, legislation, awards and agreements to ensure accuracy of payroll processing and to provide accurate and timely advice.
- Coordinate the ongoing delivery of learning and development activities such as the monthly induction program, corporate training and ad hoc training.
- Assist in the development and review of position descriptions to ensure they remain current and relevant.
- Processing of superannuation contributions of employees monthly within required timeframes.
- Accurate calculation and reconciliation of various leave accruals as required.
- Accurate calculation of payments as required including redundancy, workers compensation claims, and audits as required.
- Ensure confidentiality when completing duties and exercise discretion when speaking with colleagues.
- Assist with the development of any policies, procedures and forms related to human resources and payroll in line with continuous improvement and quality.
- Contribution and production of human resources metric reporting and data analysis to support compliance, business improvement and decision making.

Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Work Health and Safety requirements and as directed by St Bart's.
- Participate in the St Bart's Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Bart's.
- Understand, comply with, and adhere to the St Bart's Code of Conduct, all other policies, procedures and work practices, and complete all necessary learning requirements within set

St Bart's

timeframes.

- Participate in, and contribute to, all St Bart's Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.
- Participate in essential and/or mandatory training as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

Selection Criteria	
Education	
Minimum Cert IV qualification in Human Resources, Payroll or similar	Essential
Experience	
Experience providing an end-to-end payroll service including the interpretation of information from relevant industrial instruments	Essential
Demonstrated experience in human resources functions	Essential
Proven experience and competence in the use of HRIS / payroll systems	Essential
Experience using FoundU or MYOB Exo and MyStaffInfo	Desirable
Knowledge, Skills and Abilities	
Knowledge of contemporary human resources practices	Essential
Strong communication and interpersonal skills with the ability to communicate and build and maintain effective relationships with a wide range of stakeholders	Essential
Ability to work both independently using initiative to manage own workload to meet competing deadlines, and work collaboratively as a small effective team	Essential
Strong analytical and problem-solving skills	Essential
Strong data entry skills and high levels of attention to detail	Essential
Intermediate to advanced Microsoft Office Skills, specifically Excel	Essential
Other	
A current satisfactory National Police Clearance obtained within the last three months	Essential

St Bart's

Declaration

I accept the responsibilities as outlined in this position description, and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

Employee

Name

Signature

Date
