

# Position Description

## Senior Payroll Advisor

<b>Classification:</b>	HS4
<b>Business unit/department:</b>	HR Shared Services
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Full-Time or Part-Time
<b>Hours per week:</b>	38
<b>Reports to:</b>	Payroll Team Leader
<b>Direct reports:</b>	Payroll Manager
<b>Financial management:</b>	Budget: N/A
<b>Date:</b>	01/05/2025

### Position purpose

In collaboration with the Payroll Team Leader lead the day-to-day operations of a payroll team responsible for the processing of a payroll service for particular areas and employment groups within Austin Health.

Accurate and timely preparation and processing of timesheets, timecards and shifts reflected on the roster system together with attendance to payroll enquiries. Manage and lead any of our 3 main payrolls whilst ensuring timely completion of team tasks, plus other duties as required across HR Shared Services.

### About the Directorate/Division/Department

The people & Culture Directorate is one of seven reporting to the Chief Executive Officer. Based at the Repatriation Campus of Austin Health, the HR Shared Services department is a well-regarded enablement function, consisting of teams that provide accurate and efficient HR services across the organisation. With a focus on service excellence and customer centricity, the HRSS teams work collaboratively together and with the broader P&C function to support employees and managers through the employee life cycle.

## Position responsibilities

- Ensure the payroll team is appropriately trained in Success Factors and UKG and that access profiles for the team are maintained appropriately
- Provide Payroll team members with coaching, guidance, training and direction, monitoring workloads and delegating tasks as appropriate
- Act as the subject matter expert on Success Factors and UKG day to day operational activity
- Accept queries which are complex in nature and resolve or allocate to payroll team members for resolution
- Ensure payroll support staff display a high level of customer service at all times
- Monitor service delivery standards, and ensure that all tasks are completed
- Identify, develop and implement opportunities for improvement
- Review, enhance and develop written procedures
- Calculate and draw offline payments as required
- Code and check timecards/timesheets for each pay type
- Manage error checks and workload distribution during main pay processing
- Prepare and calculate the more complex termination payments
- Participate in job rotation, and work with the small team allocated to a particular set of tasks
- Provide advice and assistance to auditors as required
- Accurate preparation and input of payroll data in a manner which accords with award and EBA provisions
- Perform other duties or projects within HR Shared Services as planned or directed

## Selection criteria

### Essential skills and experience:

- Highly developed interpersonal skills, with an ability to communicate to staff at all levels, both orally and in writing
- Proficient in all Microsoft Office software
- Ability to co-ordinate and delegate day to day operations
- Demonstrated appropriate leadership
- Demonstrated ability to function effectively in a team environment and interact positively with colleagues
- Extensive knowledge of health industry awards and EBA's
- Knowledge of Success Factors and UKG is essential
- Highly developed interpersonal skills
- Demonstrated commitment to customer service
- Demonstrated speed and accuracy in the coding of timesheets/cards
- Ability to prioritise workload and meet deadlines
- Capacity to work flexible hours when payroll processing demands



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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