

Position Description

Payroll Specialist

Classification:	Administration Officer HS3
Business unit/department:	People & Culture HR Shared Services
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2025-2027
	Choose an item.
	Choose an item.
Employment type:	Full-Time
Hours per week:	40 (38+ADO)
Reports to:	Payroll Team Leader
Direct reports:	
Financial management:	Budget:
Date:	July 2026

Position purpose

Providing Austin Health employees and managers with support and accuracy in a timely manner for all related payroll duties and administration.

Producing accurate and timely processing of employee's payroll requests, timesheets and shifts reflected on the rostering system.

Ability to solve complex payroll queries and operate effective across all areas of payroll as an experienced payroll specialist

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 People & Culture function to support employees and managers through the employee life cycle.

Position responsibilities

- Hold strong knowledge of payroll software - SAP Success Factors and Kronos
- Ability to interpret Enterprise Bargaining Agreements (EBA's)
- Ensure all tasks are completed within the HR Shared Services delivery model
- Ability to prioritise and work to set deadlines
- Have strong attention to detail
- Enjoy problem solving and dealing with complex queries
- Attend to telephone enquiries, email enquiries via workflow tools, with particular attention to a very high standard of customer service (both Austin Health employees and third parties)
- Ability to work well autonomously as well as a part of a team
- Process payroll adjustments to master file details, e.g. pay increases, classification changes, deductions, superannuation amendments etc.
- Code manual and electronic timesheets for different pay types
- Calculate and draw offline payments, as required.
- Calculate and prepare complex termination payments
- Process any payments or deductions for Austin Advantage (salary packaging deductions or refunds)
- Prepare certificate of service for terminated employees
- Process and calculate leave applications
- Ability to conduct employee 1:1 appointments and be able to provide education within all aspects of payroll
- Ability to operate in all areas of an end-to-end payroll function
- All other duties as directed

Selection criteria

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



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

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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