

# Position Description

## Payroll Advisor

<b>Classification:</b>	Admin Officer Grade 2
<b>Business unit/department:</b>	People & Culture   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
<b>Hours per week:</b>	40 (38+ADO)
<b>Reports to:</b>	Payroll Team Leader
<b>Direct reports:</b>	N/A
<b>Financial management:</b>	Budget:
<b>Date:</b>	25 July 2025

### 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.

### 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 organization.

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

- Ensure all tasks are completed within the HR Shared Services delivery model
- Attend to telephone, email enquiries via workflow tools, with particular attention to a very high standard of customer service (both Austin Health employees and third parties)
- Process payroll adjustments to master file details e.g. deductions, superannuation amendments etc.
- Code manual and electronic Medical timesheets .
- Update employee UKG timecard for historical corrections .
- Calculate and draw offline payments as required
- Calculate and prepare termination payments
- Process any payments or deductions for Austin Advantage (salary packaging deductions or refunds)
- Prepare certificate of service for terminated employees
- Prepare statistical returns for the Australian Bureau of Statistics
- Process and calculate leave applications

## Selection criteria-Role Specific

### Essential Knowledge and Skills

- Knowledge and skills in the use of Success Factors and Kronos
- Knowledge of/experience in the Health industry
- Keeps abreast of relevant payroll related legislative issues and translates this knowledge into solutions into the work environment.
- Ability to interpret Enterprise Bargaining Agreements (EBA's)
- Ability to prioritise and work to set deadlines.
- Strong team focus and ability to work collaboratively across the HRSS teams.
- Demonstrated ability to work within a busy and demanding environment

### Desirable but not essential:

- Possession of a relevant tertiary qualification: Finance, Commerce, HR, or significant proven experience in payroll leadership

## 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.



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

## 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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