

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

HR Support Officer (Payroll)

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Executive	Level: 4 to 5
Reports to:	Coordinator Human Resources	
Supervision of:	Nil	
Significant Working Relationships:	Payroll and Remuneration Officer Recruitment and Performance Officer Administration and Finance Coordinator Directorate Team Members	

2. Position summary

The HR Support Officer (Payroll) is responsible for the administration and processing of salaries and benefits for all Shire employees including Shire's Recreational Centres. In this position you will provide support to the Human Resources team in various human resource functions.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

Key functions	Specific duties
Payroll	<ul style="list-style-type: none">• Processing of payroll including timesheet/timecard entry in line with relevant Awards/Enterprise Agreements in liaison with the Payroll and Remuneration Officer.• Reconciliation of rosters to timesheets.• Maintain relevant records for each employee, ensuring that they are up to date and reflect the employee's conditions of employment and entitlement.• Assist the Payroll and Remuneration Officer in processing of leave requests.• Ensure confidentiality when completing all payroll and associated duties and when speaking with colleagues.• Respond to employee enquires relating to remuneration or leave balances and forecasting.
Human Resources	<ul style="list-style-type: none">• Process employment related documents in liaison with the Recruitment and Performance Officer.• Assist the Recruitment and Performance Officer with training and development for the Shire.• Undertake onboarding tasks in liaison with the Recruitment and Performance Officer.• Assist Administration and Finance Coordinator in conducting inductions for Leschenault Leisure Centre employees.
General	<ul style="list-style-type: none">• Undertake other tasks and responsibilities as required by Coordinator Human Resources.• Assist the Human Resources team in the roll-out of human resources projects.
Other	<ul style="list-style-type: none">• Reasonable duties commensurate with classification level.• National Crime Check.

Organisational	<ul style="list-style-type: none"> • Current “C” Class Drivers Licence. • Work in accordance with the Shire’s Work Health and Safety and risk management principles. • Work in accordance with the Shire’s defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal. • Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.
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6. Extent of authority

The position operates under the general direction of the Coordinator Human Resources and Manager Governance and Strategy within established guidelines, procedures and policies of Council.

7. Your team



8. Position selection criteria

Essential

1. Demonstrated experience working in a payroll and human resources environment and well developed understanding of payroll and human resources practices.
2. Experience in interpreting industrial instruments including Awards and Enterprise Agreements.
3. Knowledge of training and development principles and practices.
4. High level organisational and prioritisation skills to manage multiple competing deadlines.
5. Excellent written, oral and interpersonal communications skills.
6. High degree of confidentiality, initiative and judgement.
7. Ability to work as an effective team member and solve problems.

Desirable

1. Qualification in Human Resources.
2. Experience in Local Government.