

<b>Position Title:</b>	Payroll Specialist
<b>Campus:</b>	Ballarat
<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Remuneration Services
<b>Reporting to:</b>	Payroll Coordinator
<b>Indirect Reports:</b>	Manager, Remuneration Services Director Finance Business Partnering

### Appointment Terms/Conditions:

**Classification and Code:** HS3

**Enterprise Agreement:** HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025

### ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at [www.grampianshealth.org.au](http://www.grampianshealth.org.au)

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
We are stronger together.	We show that we care.	We do what we say and say what we do.	We appreciate and value all people.	We adapt and innovate to achieve best outcomes.
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

## **POSITION PURPOSE**

The Payroll Specialist is responsible for the preparation and processing of fortnightly payroll, including review and ensuring accuracy of approved rosters, Enterprise Agreement entitlements, reimbursements and deductions, preparation and reconciliation of employee entitlements and associated liabilities. The position requires a detailed knowledge of payroll related legislation and regulations.

The role needs to engage with key stakeholders within GH and External Agency ensuring priorities and agreed Service Levels are achieved.

## **KEY ACCOUNTABILITIES**

- Assist in accurate and timely management of fortnightly Grampians Health end to end pays using Chris21 and Rostering systems, ensuring all outstanding tasks are completed within the given timeframes
- Adhere to the activities defined in the Payroll Checklist
- Proactively ensure all leave and other checklist processes are completed before the pay run to ensure the smooth running within control on payroll processing days, meeting all deadlines and escalating unmet deadlines immediately.
- Ensure that salaries, wages, superannuation, taxation and other staffing costs are authorised and paid accurately, efficiently and in a timely and secure manner following procedures.
- Process overpayment recoveries following the provided procedures.
- Ensure accurate and timely delivery of payroll processing ad-hoc manual payrolls (end to end) including terminations.
- Respond to employee enquiries (phone and, ticketing system)
- Conduct data verification audits (C21, RosterOn, Optima, Variations & New starters) and attend to exception or error reports within agreed timeframes.
- Conducted complex leave and superannuation reviews
- Manage Rostering data exports for processing, Rostering set-ups, C21 imports, C21 pay calculations.
- Prepare separation certificates, certificates of service (including set ups) and bank letters, assist with maintaining personnel filing.
- Ensure current knowledge is maintained and accurately applied of legislative instruments affecting payroll, including the National Employment Standards, Awards, the Enterprise Agreement, superannuation, and taxation.
- Manage off-cycle pay run processing from end to end for GH following the provided procedures.
- Perform other duties assigned by the Payroll Coordinator, Manager, Finance Director Finance Business Partnering

## **Outsourced Payroll Service**

- Accurate and timely management of fortnightly outsourced payroll services, end to end pays using Chris21 and Rostering systems, ensuring all outstanding tasks are completed within the given timeframes.
- Collaborate with Managers within a portfolio to ensure that employees receive their pay in a timely and accurate manner.
- Collaborate with Key stakeholder to collate information as required to review, problem solve and streamline processes to ensure good practice, data integrity and consistency of Payroll operations.
- Administer superannuation, PAYG Withholding Tax, Single Touch Payroll, salary packaging and payroll deduction payments.
- Manage the maintenance of employees Classifications and allowances as they increment.
- Prepare separation certificates, certificates of service and bank letters
- Manage end of month process in conjunction with the clients finance department
- Allocate, produce and action extensive reports required to support payroll audit processes and checking to improve payroll outcomes

## KEY SELECTION CRITERIA

### Qualifications and experience

- Proven experience performing full function payroll.
- Proven experience with Payroll and Rostering systems (Chris21, RosterOn and Optima experience highly regarded).
- Strong understanding of EBA's & Awards and varying shift patterns
- Microsoft Office suite proficiency with intermediate aptitude in Word, Outlook and Excel
- Excellent written, verbal & interpersonal skills, with a strong focus on customer service
- Demonstrated ability to work under pressure and develop workplans to achieve deadlines.
- Ability to work well within a team environment.
- Health Payroll Experience – Desirable
- Certificate III or IV in relevant field or equivalent experience

### ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

### OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected by their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to

report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.

- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.