



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Payroll Officer</b>
<b>Location:</b>	Nhill Campus
<b>Reporting to:</b>	Payroll Manager
<b>Division:</b>	Finance and Administration
<b>Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016 - 2020
<b>Level:</b>	Dependent on skills, qualifications and experience as per Award

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

**Total Care** – *delivering care that is safe, effective and person-centred, always*

**Safety** – *providing a safe workplace and services free from avoidable harm*

**Unity** – *working well together in a great place to work*

**Accountability** – *doing the right thing by our stakeholders and ourselves*

**Innovation** – *using our imagination - if there's a better way we will find it*

#### Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

**Position Relationships:**

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"><li>• Employees</li><li>• Payroll Manager</li><li>• Executive Director</li></ul>	<ul style="list-style-type: none"><li>• External Consultants</li><li>• Government and Non-Government Organisations</li><li>• WorkSafe Victoria</li><li>• The Service's WorkCover Insurance Service Provider</li></ul>

**Position Overview:**

Payroll officer works as part of a team in the preparation of the fortnightly pay file, maintenance of personnel files, preparation and completion of monthly and annual compliance reports and other duties as required by the Executive Director of Finance and administration. Daily routines comprise of importing clock data and running exception reports and then entry of exception report corrections, staff leave, overtime and other adjustments to the pay.

**Key Selection Criteria:****Essential:**

1. Excellent interpersonal, communication and organisational skills.
2. Excellent analysis, reporting and writing skills.
3. Excellent computer skills.
4. Demonstrated experience in Quality Improvement Principles.
5. Demonstrated experience in Information Management.
6. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check)

**Desirable:**

7. Victorian Driver's Licence.
8. Qualification in administration or equivalent fields.
9. Previous experience working in administration position or field.

**Key responsibilities:**

- To assist in ensuring the accuracy and timeliness of the Service's payroll service.
- To assist in ensuring the accuracy and completeness of all Service employee personnel files.
- To provide pay related information to authorised Service staff as and when required.
- To assist Service management in the provision of an effective and efficient Human Resource Management function across the Service.
- To enhance organisational corporate capability and culture.
- To work as reasonably directed by management.

## **Statement of duties:**

### **Payroll Processing:**

- Complete Daily tasks contributing to the fortnightly pay run such as:
  - Run Exception Reports
  - Enter corrections & follow up errors from Exception Reports
  - Enter all leave per report or approved certificates
  - Enter all overtime or adjustments as per approved forms
  - Enter any timesheet or Daily Record Sheet shifts as recorded
  - Follow checklists to ensure all processes have been completed
- On Pay Day follow procedure for processing the pay and completing all necessary checks.
- Complete and distribute/upload all reports and mandatory reporting requirements on weekly/fortnightly/monthly and annual basis (Centrelink Reporting, Salary Sacrifice Income Listings, ED's & Managers required fortnightly pay reporting etc.)
- Resolve payroll enquiries in a professional manner.
- Ensure personnel files are properly maintained according to WWHS Policy and Procedures.
- Ensure all relevant Enterprise Agreements, Awards and National Employment Standards are maintained and adhered to. VHIA Bulletins, Salary Circulars and other correspondence must be read and followed.
- Assist the Finance Department with regulatory reporting as required.
- Assist with interim and annual financial audit processes.
- Assist in the development, improvements and implementation of objectives for the Pay Office with the aim of continuously improving the Pay Office's output.
- Assist with the planning and implementation of the Service's Quality Activity Programs, including participation in preventative maintenance programs.
- Assist in the identifying of, and making recommendations for, minor works projects relative to the area.
- Take an active role in professional organisations where appropriate.

### **Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with Victorian Public Sector and West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.

### **Quality, Safety and Risk Management:**

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as required.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations.

**Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other team members and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

**Appraisal:**

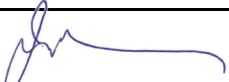
- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

**Direct Reports:**

- Payroll Manager
- Executive Director of Finance and Administration

**Certification**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised By Executive Director of Finance and Administration</b>	
<b>Name: Janette Lakin</b>	
<b>Signature:</b> 	<b>Date:</b> 12/04/2021

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>