POSITION DESCRIPTION

Payroll Officer

ABOUT SPECTRUM

Spectrum Migrant Resource Centre Ltd (Spectrum) is a not-for-profit organisation, delivering culturally appropriate and responsive services to people with migrant and refugee backgrounds predominantly living in the Northwest Metropolitan region of Melbourne. Our service areas include migration and settlement, family relationship and parenting, social and economic inclusion, aged care, disability, and family carers.

Our Vision A profoundly diverse and inclusive Australia, a place where extraordinary diversity enhances the lives of all.

Our Mission To provide high quality, culturally safe and responsive services for people from diverse backgrounds. As a committed partner of our community we advocate, promote inclusion and champion belonging.

Our Purpose For everyone to 'feel at home'

Our Values ***Belonging***: being welcoming, creating safe spaces for people to speak up, actively listening and striving to understand our different perspectives and journeys (clients and colleagues)
Respect: treating everyone with dignity and fairness, owning our mistakes, showing kindness and empathy to ourselves and others
Connection: working as one team with the wisdom of collaboration, sharing information transparently, resolving conflicts constructively and nurturing partnerships
Excellence: seeing possibilities to continuously improve, overcoming obstacles to change, being curious, open minded and actively seeking feedback and evidence to guide our work.

POSITION CONTEXT

This role sits in the People Culture and Wellbeing team and works across the organisation to facilitate the end-to-end processing and administration of fortnightly payroll for approximately 200 employees accurately, efficiently and in accordance with the SCHADS Award and legislative requirements. Our aim is to continuously improve our payroll system and processes to provide an excellent payroll service to our staff.

POSITION INFORMATION	
Location	Level 5, 61 Riggall Street, Dallas, 3047
Award	Social, Community, Home Care and Disability Services Award
Classification	Level 5
Employment Period	Fixed term, 2 years
Hours of Employment	Part time (3 days a week - Mondays, Tuesdays and Wednesdays). Hybrid working available: 2 days in the office, one working from home

KEY RESPONSIBILITIES	
Operational payroll	• administer payroll in accordance with the applicable Award (in particular SCHADS Award) and other relevant laws

KEY RESPONSIBILITIES	
	• monitor completion of manager approvals, including leave approvals and that payroll data from the Aged Care CMS ensures support workers are paid correctly for broken shifts and overtime payments • ensure integrity of payroll data and perform all payroll tasks including onboarding of new employees, Award increment pay increases, pay increases, contract variations, termination calculations and pay adjustments. • manage government Paid Parental Leave payments • manage Pay Day Super as part of the Payroll process • ensure efficient and accurate integration of the Aged care CMS system with payroll processing, making process and system improvements as required in close collaboration with the operational and IT teams • assist in the coordination of leave entitlements and staff benefits, including salary packaging • respond to payroll and leave queries from employees and leaders in a timely manner and resolve any difficult enquiries, implementing corrective action where required • lead continuous improvements in the readytech system, monitoring data integrity, escalating non-compliance and look to streamline payroll processes and improve the employee experience with the system. • collaborate closely with People and Culture and Finance teams on interpretation of awards, legislation and policy. • run reports and analyse data, supporting finance with audit and reconciliation of payroll data, and collaborate with the Finance function as required. • support the PC&S Manager as required, including building and analysing reports (eg. WGEA) co-ordinating compliance checks (eg. police checks and WWCC) and the administration of contract letters
Quality improvement & compliance	• Support the development and use of clear, consistent, and transparent processes and internal controls and compliance. • Regularly review processes and facilities to find opportunities for continuous improvement and take actions as required to implement the agreed changes.

KEY SELECTION CRITERIA	
Qualifications	• At least 3 years payroll experience
Skills & Experience	• Demonstrated experience interpreting SCHADS award, or a similar complex Award, including for home care employees rostered on multiple shifts per day and providing advice on queries • Working knowledge of Australian employment and payroll legislation, PAYG, Superannuation, parental leave and workcover payments • Confidentiality, sensitivity, and integrity across all aspects of the role • Exceptional attention to detail and data inputting with high levels of accuracy

KEY SELECTION CRITERIA	
	• Excellent time management and organisational skills and comfortable with the strict deadlines associated with a fortnightly payroll • Drive for problem solving and process improvement and creates person-centred solutions • Skilled in using Microsoft Office, ideally intermediate to advanced skills in Excel
Personal Qualities & Behaviours	• Adaptable: flexible and adaptable to change and accepts and integrates new information. • Team oriented: works well independently but also with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others' feelings and ideas and encourages resolution of conflict within the group. • Engagement: takes concrete steps to add value for the stakeholder, links people with other areas (as appropriate), monitors client and stakeholder satisfaction and constructively deals with stakeholder issues.
Mandatory Compliance Documents Required for this position	• Clear 'Police Check' within the last twelve months • Current Working with Children Check card • Must satisfy all visa requirements for working in Australia.

KEY RELATIONSHIPS	
Department	People and Culture & Wellbeing
Reports to	People, Culture and Safety manager
External	readytech, Superannuation Funds, Services Australia, government bodies

KEY SYSTEM AND EQUIPMENT USAGE
• Microsoft Windows Office Suite • Lookout Way (CMS and rostering system) • Readypayroll (current) and then ReadyWorkforce and ReadyEmploy (HRIS/payroll system)

ADDITIONAL INFORMATION	
Work Health & Safety	All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct and are required to report all incidents and injuries as well as cooperating with measures introduced in the workplace to improve health and safety. Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or conditions that might be reasonably expected to affect their ability to perform the normal duties of this position. Such a disclosure will enable Spectrum to make reasonable adjustments to the work environment to ensure you work safely and productively.
Australian Work Rights	All employees must be permanent residents of Australia or hold a current, valid visa.
National Criminal History Check	All offers of employment are subject to a satisfactory National Criminal History Check (NCHC) & Statutory Declaration.

ADDITIONAL INFORMATION	
International Criminal History Check	All offers of employment are subject to a satisfactory International Criminal History Check (as required). An International Criminal History Check will be required for individuals who have lived overseas for 12 months or more in the last 10 years.
Health Care Worker status	C https://spectrummrc.sharepoint.com/:w:/g/EZQ6N9fuQp1Fqmw84O7Ej5AB1AWQl-vPFA2T_UkJ_90lUg?e=r64Arg&isSPOFile=1
MARAM responsibility level	Foundational knowledge summary of MARAM responsibilities by role .docx
Working with Children Check	All staff and volunteers working with children are required to have and provide a current Working with Children Check (WWCC) before commencing employment.
Policies & Procedures	All employees must abide by the organisation's Policies & Procedures.

OTHER RELEVANT INFORMATION
This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the manager, in discussion with the role holder.