

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Senior Payroll Officer	Level	6
Service Unit	Human Resources	Position Number	01187
Directorate	Governance and Strategy	Date Effective	May 2014
Reporting to	Manager Human Resources	Date Updated	March 2026

2. KEY OBJECTIVES

- Lead an effective and accurate Payroll function compliant with relevant laws and regulations.
- Maintain robust payroll governance including reconciliations and controls.
- Provide expert advice on remuneration and payroll matters.
- Drive continuous improvement across payroll processes and systems.
- Produce payroll analytics and management reports.
- Work collaboratively across the human resource function and provide sound input, advice and support.

3. KEY ACCOUNTABILITIES

- Activities meet legislative, strategic and operational needs.
- Information is handled in a professional, discreet and confidential manner.
- Support and advice is accurate and timely in accordance with legislation, workplace agreements, protocols and associated documented procedures.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Ensure prompt capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Ensure people management activities are undertaken in accordance with relevant legislative requirements and City protocols, policies and procedures.
- Undertake activities in accordance with the Business Unit Plan, Corporate Business Plan and Strategic Community Plan.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures, other WHS related requirements and actively support the City safety systems.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Lead Payroll, Processing and Administration

- Lead and process end-to-end payroll cycles including new starters, terminations and changes.
- Conduct payroll-related reconciliations, balance creditor dispersals and resolve discrepancies.
- Maintain effective quality controls in relation to payroll ensuring compliance with relevant legislation and policy.
- Prepare and process end of year financial processes.
- Prepare dashboards and management reports.
- Provide wage and employee information for the effective administration and processing of workers compensation claims.
- Maintain internal control frameworks for payroll.
- Support audits and implement improvements.
- Ensure accurate statutory reporting including STP, PAYG and superannuation.
- Process timely and accurate payroll and benefit-related data for the fortnightly payroll (including data analysis) and check/approve the records ensuring accuracy, service quality and data integrity.
- Liaise with various external government and non-government institutions regarding all payroll related matters including superannuation, taxation and other mandatory requirements (e.g. Australian Taxation Office, Centrelink, etc.).
- Create, test and implement control file changes to streamline payroll and leave accruals.
- Apply the relevant Industrial Awards and Agreements across all areas of the City workforce.
- Verify employee maintenance requests for payroll calculations, terminations, back pays, additions, deletions, and changes with data Input and arithmetic accuracy, completeness and compliance with established standards and procedures.
- Advise the superannuation funds of relevant changes to the employment status of their members (e.g. hours of work, basis of employment, annual salary periods of leave without pay) and termination details.
- Manage and process Long Service Leave liability with other Local Authorities.
- Process statistical returns for the Australian Bureau of Statistics, Australian Tax Office and WA Local Government Association.
- Generate statistical reports including leave liability TOIL, flextime, overtime etc.
- Provide advice and problem resolution on new initiatives or operational processes that relate to payroll.
- Prepare reports, correspondence and memorandums relating to payroll services.
- Perform other duties as directed and within the scope of this level and skills, knowledge and experience.

Outcome: Management Reporting

- Provide standard reports as required.
- Liaise with Information Technology on reports that require their input or expertise.
- Produce regular and ad hoc reports from the HRIS.
- Maintain End of Month and End of Year processes and procedures.
- Monitor and provide payroll exception reports and dashboards.

Outcome: Internal Controls, Audits and Continuous Improvement

- Maintain internal payroll controls and procedures and make recommendations for improvements based on best practice.
- Implement and monitor process changes relating to Awards and Agreements.
- Maintain currency of Payroll documentation and maintain confidentiality all times.

- Monitor the City's legal compliance, with analysis of HRIS statistical data to complete all statutory reporting.
- With assistance of HR/Payroll System Administrator, prepare and develop reports and assist with checking, quality control and maintenance of records.
- Respond to Audit requests and ensure recommendations are implemented.
- Ensure audit and risk compliance and associated accurate and timely reconciliation of payroll processes and fortnightly and off cycle payments including superannuation, tax, payroll tax, and clearance of costing errors prior to pay run processes.
- Make recommendations and contribute to development of systems, policies and practices to ensure the continuous improvement of the City's payroll and HR processing systems.

Outcome: People Management

- Assist in recruitment and induction requirements.
- Set performance targets and development plans.
- Provide ongoing supervision, guidance, monitoring and appropriate feedback.
- Provide leadership, coaching and on-the-job training.
- Manage a range of employee issues in consultation with Human Resources.

Outcome: Customer Service

- Develop effective relationships with internal and external customers.
- Anticipate customer needs and requirements.
- Ensure appropriate payroll resources are in place at required times.
- Maintain information networks that provide for constant updating of knowledge.

5. WORK RELATED REQUIREMENTS

Essential Skills/Knowledge, Experience:

Skills:

- Advanced payroll/HRIS systems experience.
- High-level technical payroll skills.
- High level written and verbal communication skills including the ability to extract, review and prepare reports and communicate at all levels.
- High level Excel skills and strong numeracy and analytical skills.
- High level ability to understand, interpret and apply Acts, Awards, Agreements and procedures.
- High level interpersonal and influencing skills including the ability to liaise effectively and courteously with internal and external customers.
- High level of diplomacy evidenced by an ability to deal with sensitive and confidential information.

Comprehensive Knowledge:

- Computerised payroll and HRIS.
- Australian Taxation Office regulations as they relate to the payment of salaries and wages.
- Integrated payroll /human resource information systems and management reporting techniques.

Experience:

- Substantial experience in the coordination and preparation of end to end payroll with a diverse workforce, multiple awards or agreements.
- Demonstrated experience in applying Industrial Awards and or Employee Agreements.
- Demonstrated experience in extracting data and developing reports from payroll/HRIS.

Qualifications/Clearances:

- Qualification in Payroll, Accounting and/or equivalent relevant experience.
- Current National Police Certificate.
- Current WA 'C' Class Drivers Licence.

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy but advice is available on complex or unusual matters.
- Supervise/manage the operation of a work area; provide consultancy service for a range of activities.
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance available.
- May be required to exercise judgment and/or contribute critical knowledge and skills where procedures are not clearly defined.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction

Internal:

- HR Business Unit Employees,
- Executive Leadership Team, Managers and Supervisors
- All employees

External:

- Financial Institutions
- Organisations relating to payroll deductions
- Australian Taxation Office / Services Australia
- Other Local Governments
- HRIS system providers and technical representatives

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	1
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