

## POSITION DESCRIPTION

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|-----------------------------|---------------------------------------------------------------|------------------------|-------------|
| <b>Position Title</b>       | National Manager Payroll Services                             |                        |             |
| <b>Organisational Unit</b>  | People And Capability Directorate                             |                        |             |
| <b>Functional Unit</b>      | Payroll Services                                              |                        |             |
| <b>Nominated Supervisor</b> | Associate Director, Workforce Systems, Reporting, and Payroll |                        |             |
| <b>Classification</b>       | HEW 10                                                        |                        |             |
| <b>CDF Level</b>            | HEW 10 CDF <sub>4</sub>                                       | <b>Position Number</b> | 10608403    |
| <b>Attendance Type</b>      | Full Time                                                     | <b>Date reviewed</b>   | 20-OCT-2026 |

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

ACU has a bold vision for its future. Our Vision 2033 is our landmark statement of strategic direction for ACU's mission as a Catholic university to constitute a 'Christian presence in the university world confronting the great problems of society and culture'. Our mission is to help shape the coming generations in Australia and beyond, by enabling flourishing lives, fostering thriving communities, and building a more ethical future.

Our Catholic mission informs everything we do – challenging us to respect the dignity of the human person, serve the common good, and embed ethical and social justice considerations throughout our teaching and research. We strive to live our core values of truth, excellence, and service.

We are a publicly funded university, and while we are young, we have grown significantly and we and we are making our mark: we are one of the largest university contributors to the care economy in Australia and rank among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We prioritise our staff, supporting their growth with a positive culture, generous leave, and flexible work arrangements. We invite all staff to engage with our mission in whatever way is most meaningful to them – whether as Catholics, as members of other churches and faiths, or as people with no religious affiliation but who are willing to embrace our vision, mission and strategic direction. We continue to invest in our facilities and workplaces and actively involve staff in shaping the future direction of the organisation.

For further information about the university please refer to ACU's [organisational structure](#).

### ABOUT THE PEOPLE AND CAPABILITY DIRECTORATE

The People and Capability Directorate delivers employment related services to all staff and supports the strategic objectives of the University. People and Capability delivers the staff (user) employment experience throughout a staff members appointment at the University. This means designing, implementing and management of a comprehensive range of workplace, people, and workforce programs and initiatives. People and Capability is business focused and partners with the organisation to achieve strategic and change outcomes. Effective support and advice to staff is provided through a range of organisational and Human Resources business systems and processes, effective management of employment arrangements, records, timely management of remuneration matters.

## POSITION PURPOSE

Operating in a complex industrial and regulatory environment, the National Manager, Payroll Services leads a team of payroll specialists, delivering accurate and timely payroll, workers compensation, superannuation, taxation and related third-party payment services to the University. The position holder has responsibility for the payroll function, providing expert advice on payroll related matters, and ensuring ongoing compliance with relevant internal policies and industrial instruments, as well as external regulatory and legislative requirements.

The National Manager, Payroll Services will also drive high standards of performance within the payroll team to build a culture of continuous improvement and service excellence, ensuring timely resolution of all payroll queries and supporting effective stewardship of University resources.

## KEY RESPONSIBILITIES

### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

| Responsibility                                                                                                                                                                                                                                                                        | Scope                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Manage a team of payroll specialists, providing effective leadership, supervision and planning to drive the delivery of high standards of service excellence and compliance with relevant industrial instruments.                                                                     | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Manage the payroll function for the University, ensuring accurate and timely processing of the fortnightly payroll for all employees and associated third-party payments.                                                                                                             | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Manage the administration of superannuation payments and records, including liaising with superannuation providers, maintaining compliance with relevant legislation and regulations, and resolving any issues or variances related to superannuation defined benefit administration. | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Oversee the University's salary packaging administration, including requests to participate in salary sacrificing and novated leasing.                                                                                                                                                | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Manage the end of payrun, end of month and end of financial year processes and reporting to ensure all regulatory and reporting requirements are met, eg Single Touch Payroll, PAYG                                                                                                   | The position contributes to activities; outcomes and goals; that are                                                   |

| Responsibility                                                                                                                                                                                                                                 | Scope                                                                                                                  |
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| Tax, Payroll Tax, Reportable Fringe Benefits, Workers Compensation.                                                                                                                                                                            | implemented and have impact across the University                                                                      |
| Implement processes and controls to identify, monitor and mitigate risks associated with the administration of payroll services, liaising with external and internal auditors, and other key stakeholders when required.                       | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Develop and implement payroll process improvements and workforce system enhancements to support the strategic direction of the University, increase efficiency and fulfill legislative, industrial, regulatory and other employer obligations. | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Proactively maintain currency of knowledge regarding relevant employment and taxation legislation to ensure compliance, provide subject matter expertise on payroll related matters and be a point of escalation for complex payroll matters.  | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Foster a culture of knowledge and information sharing and capability development in the Payroll Services team.                                                                                                                                 | The position mainly contributes to activities; outcomes and goals within their immediate team or work unit             |
| Drive effective cross functional collaboration across the People & Capability team.                                                                                                                                                            | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit   |

## HOW THE ROLE OPERATES

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| The position manages complex; difficult or challenging matters/issues/tasks on a regular basis; These matters are often impacted by internal/external factors (technical; policies and procedures; industrial; funding; academic). |
| The position requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.                                                                         |
| The position needs to build relationships with staff across the organisation to perform their duties.                                                                                                                              |
| The position provides solutions to problems or situations of critical importance to the University or deals difficult or emotional people.                                                                                         |

## SELECTION CRITERIA

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Qualifications, skills, knowledge and experience:</b> | <ul style="list-style-type: none"> <li>• Qualification - Relevant Degree, preferably at postgraduate level in a related field, and extensive relevant experience in managing the payroll function for a large organisation, or an equivalent level of knowledge gained through any combination of education, training and /or experience.</li> <li>• Experience - Demonstrated ability to lead and manage a Payroll Team including effectively plan work activity and prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness.</li> <li>• Experience - Strong leadership and people management skills, specifically extensive experience in payroll management, preferably in a multi-state environment.</li> <li>• Experience - Demonstrated ability to identify and implement</li> </ul> |
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|                                                          | <p>process improvements.</p> <ul style="list-style-type: none"> <li>• Knowledge - Comprehensive knowledge of payroll regulations and legislation in Australia, including superannuation and salary packaging requirements.</li> <li>• Skill - Superior analytical and problem-solving skills and high level of attention to detail and accuracy.</li> <li>• Skill - Excellent communication and interpersonal skills.</li> <li>• Skill - Ability to work autonomously and collaborate effectively as part of a team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Core Competencies:</b>                                | <ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</li> <li>• Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul> |
| <b>Essential Attributes:</b>                             | Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Working with Children and vulnerable adults check</b> | This role does not require a Working with Children Check.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Pre-employment declaration and background check</b>   | Preferred candidates will be required to complete mandatory pre-employment declarations and background checks, including those related to gender-based violence and foreign interference, in line with ACU's compliance requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart

<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>