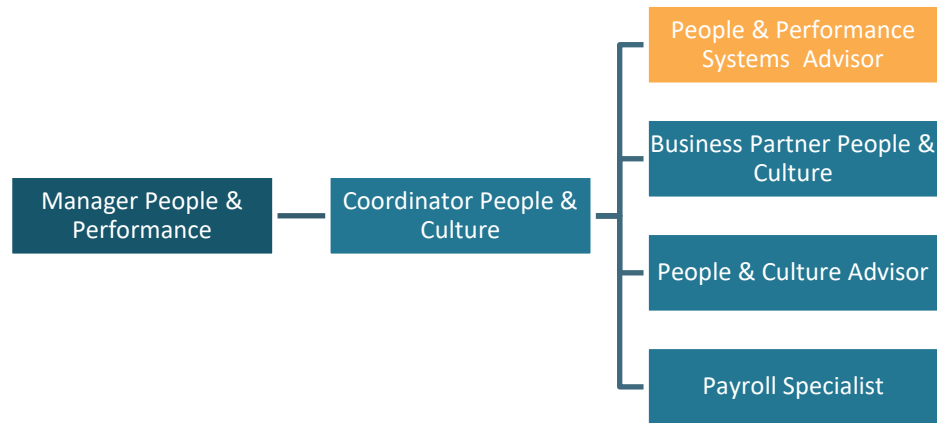


PEOPLE & PERFORMANCE SYSTEMS ADVISOR

Position No.	1469
Classification	Band 5
Directorate	Corporate Services
Department	People & Performance
Division	People & Culture

Department Context
 The **People & Performance** department exists to support the engagement, management, development, safety and wellbeing, of our workforce; the performance and risk management of our organisation; and our compliance with relevant corporate and employee related legislation.



Position Purpose
 The People & Performance Systems Advisor supports the development, implementation and continuous improvement of Council’s people systems and provides advisory and operational support across HR and payroll processes.

Reporting to the Coordinator People & Culture, the role collaborates with stakeholders across the organisation to identify opportunities to improve system functionality, efficiency and user experience, contributing to effective workforce operations and the delivery of the People & Performance Strategy.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

People Systems

- Support the design, implementation and enhancement of Council's people systems including (but not limited to) payroll, learning, SharePoint, Power BI and employee self-service systems.
- This role involves continued testing and configuration, security administration, report writing, system optimisation post go-live, and coordination of cross-functional dependencies between People & Culture, Payroll, Organisational Development, Finance and ICT functions.
- Collect data and analyse it to improve people strategies and processes, and suggest ways to increase the functional productivity and workflow of the People & Performance department.
- Manage requests for process improvements and system enhancements to support delivery of the People & Performance strategy and plan. Work with People & Performance leadership to translate business needs, increase efficiency and enhance user experience - proactively improving ways of working.
- Document requirements for process improvement, enhancements, new software, and strategic initiatives. Ensure user instructions are developed for processes facilitated by our systems.
- Support end users in the use of people systems and applications (recruitment, performance review & planning, online learning, survey tools, reporting, and document management systems and software). This may include training, developing online learning modules, resources, work instructions, procedures and other tools.
- Effectively work with the team to prioritise work and establish strong partnerships with internal stakeholders including but not limited to ICT & Digital Transformation and Governance to ensure clear understanding in how value is delivered to the end users.
- Embed Council's values, employee value proposition and vision into the development and language of our systems.
- Assist the team to develop expertise and drive process excellence.
- Develop, document, and maintain current and new process workflows to ensure consistency, efficiency and compliance.
- Where appropriate and available integrate inhouse HRIS (Aurion, Elmo and Elumina) tools to improve data integrity and reporting.

Payroll

- Undertake payroll processes in the absence of Payroll Specialist including but not limited to full payroll activities fortnightly.
- Provide support and back-up to other team members to ensure continuity and efficient delivery of people and payroll processes.

- Provide Payroll support functions on a regular basis such as compliance checking.
- Develop systems and process to support efficient and effective payroll processes.
- Participate as system administrator in audit and compliance activities including reporting, analysis and interview.

People, culture and business partnering

- Partner with leaders and staff to deliver advice, guidance, and solutions as well as coaching on people management and payroll processes, policies, and other related matters, empowering leadership to develop a respectful, supportive, inclusive, and high-performing workplace culture.
- Develop, maintain and review policy, procedures and practices to reflect changes to systems and processes.
- Develop templates and tools including communication of process to support and improve the user experiences within the systems Support compliance with employment legislation, enterprise agreements and GPSC policies and procedures, sharing working knowledge of employment, award and taxation legislation.

Quality Assurance and Reporting

- Manage the efficient preparation of regular and ad-hoc people, payroll, remuneration and benefits data reports as requested by management and other staff.
- Maintain and administer ad hoc report writing tools for end users; training and assisting users of those ad hoc report writing tools.
- Prepare organisational responses to various external salary, employee benefits and workforce data surveys.
- Regularly audit people systems to ensure configuration aligns with related legislation, Enterprise Agreements, compliance requirements and organisational commitments. Propose improvements and changes and help to ensure Council is always following compliance and regulations, reducing liability risk.
- Support the Payroll Specialist and Coordinator People & Culture to ensure payroll operations and systems deliver accurate payments. Assist in the calculation and validation of applicable payments, payroll processes and audits as and when needed.
- Assist in audit and risk activities ensuring accurate, timely and robust processing and reporting processes that comply with underlying legislation, establish clear delineation of duties and manage organisational risk.

General responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objectives, as well as the goals of Council.
- Embrace Council's commitment to providing a safe and healthy work environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and contribute to continuous improvement to improve the quality and efficiency of customer experience.
- Maintain confidentiality in all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain skills, compliance and currency of knowledge.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> Basic awareness of concepts and techniques Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> Broad understanding of concepts and techniques Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> Strong understanding of concepts and techniques with consistent application Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> Extensive understanding and application of concepts and techniques Sets, leads, designs, innovates, monitors, regulates, develops others Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Adept
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Adept
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Adept
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Adept
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Adept
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Adept
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Intermediate
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Adept
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Adept

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority

- This position may supervise resources, other employees or groups of employees and/or provide advice to or regulate clients and/or give support to more senior employees.
- In positions where the prime responsibility is for resource supervision, the freedom to act is governed by clear objectives and/or budgets, frequent prior consultation with more senior employees and a regular reporting mechanism to ensure adherence to plans.
- Where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to close supervision or to clear guidelines. The effect of decisions and actions taken on individual clients may be significant, but the decisions and actions are always subject to appeal or review by more senior employees.
- Where the prime responsibility is to provide direct support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported.

Judgement and Decision Making

- The objectives of the work are usually well defined but the method, technology, process or equipment to be used must be selected from a range of available alternatives.
- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Guidance and advice would usually be available within the time required to make a choice.

Specialist Skills & Knowledge

The officer shall have:

- Specialists and employees involved in interpreting regulations require an understanding of the underlying principles involved as distinct from the practices.
- An understanding of the long-term goals of the unit in which they work, and an appreciation of the goals of the wider organisation.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.

Management Skills

The officer shall have the ability to:

- managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Interpersonal Skills

The officer shall have the ability to:

- liaise effectively and gain cooperation and assistance from internal staff and external clients and stakeholders.
- work independently and effectively within a team environment and positively contribute to the team.
- work constructively with managers, coordinators and staff at all levels.
- readily gain the confidence of others and set high standards of professionalism.
- prepare written communication with the ability to write reports and external correspondence.
- gain co-operation and assistance from other employees in the administration of well-defined activities.
- write reports in their field of expertise and/or to prepare external correspondence.

Qualifications & Experience

- The skills and knowledge needed for this position are beyond those normally acquired through completion of secondary education alone.
- Experience might be acquired through completion of a degree or diploma course with little or no relevant work experience, or through lesser formal qualifications with relevant work skills, or through relevant experience and work skills commensurate with the requirements of the work in this Band.

KEY SELECTION CRITERIA

1. Advanced IT skills with experience in the development and maintenance of HRIS/Payroll Systems (Aurion and ELMO experience highly desirable) including coordination of system upgrades, maintenance of backend operations and configuration.
 2. Experience or previous exposure to payroll processing inclusive of compliance activities including Single Touch Payroll, PAYG and WorkCover.
 3. Broad understanding, knowledge and experience of the HR function and its processes, including exposure to Enterprise Agreements and Awards.
 4. Ability to balance working independently with following both verbal and written instruction to a high degree of accuracy.
- Proven ability to effectively manage concurrent priorities and projects, meet deadlines, and achieve objectives.

APPROVAL

Approved By (Department): People & Performance

Reviewed By (P&C): Coordinator People & Culture

Date: April 2026

Employee Acceptance: *Accepted via online onboarding portal*