



Payroll Advisor

POSITION DESCRIPTION

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|-------------------------|-----------------------------|
| Position Number: | 2637 |
| Portfolio: | Office of the CEO |
| Business Unit: | People and Culture |
| Team: | Human Resources and Payroll |
| Position Status: | Permanent Full Time |
| Classification: | QLGIA (Stream A) Level 4 |
| Reports To: | Supervisor Payroll |
| Revised: | June 2025 |

General Position Statement:

This position supports Council's direction by delivering accurate, timely, and compliant payroll services. As a key member of the Payroll team, this position is responsible for the end-to-end payroll processing, maintaining data integrity, and ensuring adherence to legislative and industrial obligations. In addition, this position provides expert advice and guidance to employees, leaders, and stakeholders on the interpretation and application of the Certified Agreement, relevant Awards, and Council policies.

Specific Responsibilities:

This position has the following responsibilities:

1. Deliver end-to-end payroll services that include administration of the full payroll cycle comprising, employee onboarding, timesheet and leave processing, payroll adjustments, terminations, and disbursements, ensuring accuracy, timeliness, and compliance with legislative and industrial requirements.
2. Provide expert payroll advice and interpretation of Council's Certified Agreement, relevant Awards, and Council policies to employees, leaders, and stakeholders on payroll-related matters.
3. Maintain payroll systems and records, ensuring the integrity and confidentiality of payroll data (digital and physical), and supporting system updates and audits.
4. Generate and analyse payroll reports to support decision-making, including compliance and audit reporting.
5. Support Continuous Improvement enhance payroll processes, procedures, and systems to improve efficiency, accuracy, and user experience.
6. Contribute to and participate in a collaborative and supportive team environment by sharing expertise, mentoring colleagues, and modelling high standards of professionalism, accuracy, and ethical conduct in all payroll practices.



7. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
8. Ensure a safe, healthy, and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements, and relevant policies and procedures.
9. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
10. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Strong oral and written communication skills with a focus on quality customer service and the ability to interact effectively with a diverse range of stakeholders.
2. High level of numeracy, attention to detail, and proficiency in payroll systems (e.g., Aurion), electronic records management (e.g., ECM), and the Microsoft Office Suite.
3. Demonstrated ability to manage competing priorities and deadlines with strong administrative and organisational skills.
4. Proven ability to maintain confidentiality and exercise discretion while dealing sensitively with people and payroll matters.
5. Thorough understanding of payroll processes, Certified Agreements, Awards, and relevant legislation, with the ability to interpret and apply them accurately.

Mandatory Qualifications, Licences and Experience

1. Qualifications relevant to the duties of the position (payroll, business administration or other relevant payroll/finance qualifications) and/or significant experience in a similar position.
2. Possess and maintain a current motor vehicle drivers licence.

Desirable Qualifications, Licences and Experience

1. Experience in a local government payroll environment.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.





Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.



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SELECTION CRITERIA

| | |
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Please address each of the selection criteria below in your application:

1. Mandatory qualifications and experience:
 - Qualifications relevant to the duties of the position (payroll, business administration or other relevant payroll/finance qualifications) and/or significant experience in a similar position.
 - Possess and maintain a current motor vehicle driver licence.
2. Demonstrated thorough understanding of payroll processes, Certified Agreements, Awards, and relevant legislation, with the ability to interpret these industrial instruments and provide accurate advice and guidance to stakeholders.
3. Demonstrated strong oral and written communication skills with a focus on quality customer service, including the ability to explain relatively complex information to a range of stakeholders, and find compliant solutions that meet stakeholder needs.
4. Demonstrated ability to manage competing priorities, remain calm under pressure, meet hard pay run deadlines, and maintain high levels of attention to detail.
5. High level of numeracy, and proficiency in payroll systems (e.g. Aurion), electronic records management (e.g., ECM), and the Microsoft Office Suite.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.