

POSITION DESCRIPTION

POSITION	Payroll Officer
SECTION / WORK UNIT	Organisational Performance and Development
LOCATION	Regional Library Support Centre
AWARD CLASSIFICATION	Band 5
HOURS OF DUTY	Permanent Part-Time 0.6 FTE (3 days a week)
CONDITIONS OF EMPLOYMENT	Geelong Regional Library Enterprise Agreement (2017) and its successors
REPORTS TO	Executive Manager, Organisational Performance and Development
OCCUPANT	Vacant
APPROVED BY	Executive Manager, Organisational Performance and Development
DATE	August 2021

GEELONG REGIONAL LIBRARY CORPORATION

Established in 1997, the Geelong Regional Library Corporation (GRLC) is a consistently recognised industry leader in Victoria. Leading the way to enable our community to thrive, we take our mission to heart to be an exemplary library service and create opportunities for our community to read, learn, work and connect with each other and the world.

Not only are we the curators and distributors of accumulated knowledge and resources, we are also leading the way in all things technology and innovation to ensure inclusive access of this knowledge for all of us to be enriched, empowered and inspired in our lives.

We enable a safe space for all users to have the best library experience at all ages and have an incredibly rich calendar of learning and cultural programs throughout our network inclusive of the Geelong Library and Heritage Centre, our 18 community branches, 3 mobiles libraries and digital services across 5 local government areas.

We are honoured to undertake delivering on our important responsibilities and proud of strong established relationships based on respect, care and kindness

POSITION OBJECTIVES

- Working closely with the Coordinator Finance and Payroll, ensure staff are paid accurately and timely.
- Positively contribute and identify ongoing and regular improvements to all payroll related practices, systems, processes and documentation
- Develop and nurture partnerships with relevant stakeholders including internally and with the City of Greater Geelong.
- As part of the Organisational Performance and Development Team, provide efficient and effective payroll administrative support.

ROLE RESPONSIBILITIES

1. Payroll

- In consultation with the Coordinator, Finance & Payroll, ensure the accurate and efficient delivery of GRLC payroll administration ensuring records are maintained and recorded in the City of Greater Geelong payroll process.
- Ensure the fortnightly payroll is processed in accordance with relevant awards, agreements and other legislation;
- Collect calculate, and enter data in order to maintain and update payroll information
- Ensure all payroll queries and discrepancies raised by employees and the Greater City of Geelong are resolved in a timely and accurate manner
- Prepare periodic statistical reports such as headcount, average EFT, leave entitlements, years of service awards, Australian Bureau of Statistics surveys and reporting to industry bodies (PLV, Legal)
- Developing ad hoc financial and operational reporting as needed
- Assist the Coordinator, Finance & Payroll with the completion of the salary budget by providing accurate and timely payroll calculations
- Support and maintain effective payroll policies, procedures and systems to maintain control and security of organisations resources
- Prepare and complete all processes involved with final pays on termination of employment efficiently and accurately;
- Calculate & process maternity/paternity leave, purchased leave, transfers of leave entitlements as required;
- Prepare superannuation and employee deductions and remit on a timely basis;
- Deliver and implement payroll services to meet quality targets and promote continuous improvement of service delivery;
- In the absence of, or on direction from, the Coordinator Finance and Payroll, run the fortnightly payroll process ensuring accurate and timely remuneration of all staff;

2. People and Teams

- Proactively cultivate and maintain positive team relationships across all GRLC functions
- Contribute to the successful operation of the library service by assisting and supporting colleagues and senior management meet organisational objectives, goals and corporate plans
- Attend appropriate meetings and training as required

3. Organisational Responsibilities

- Adherence to Occupational Health and Safety Policies including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes
- Practice and promote EEO principles by treating fellow staff fairly and equitably and without discrimination and harassment
- Promote a positive image of the library to the community through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner
- Ensure awareness and adherence to all Geelong Regional Library Corporation policies and procedures

CLASSIFICATION DEFINITIONS

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable for the efficient delivery of key responsibilities outlined in this position description and has the authority act on these responsibilities
- Responsible for fostering and promoting customer focus and commitment
- Responsible for providing information and feedback relating to Payroll administration, queries, processes, policies, procedures, forms and resources
- Responsible for adherence to the Corporation's Privacy Policy and any associated legislation
- Extent of authority is governed by Library Policy

JUDGEMENT AND DECISION MAKING

- Duties are carried out within a defined range of objectives, procedures and guidelines
- Selection of appropriate techniques may be required from the range available
- Timely guidance and advice are always available

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge or understanding of general payroll & timesheet procedures
- Proficiency with Microsoft Excel and Adobe Acrobat Pro
- Well-developed business literacy and numeracy skills, analytical and investigative skills and time management skills

- Ability to research, analyse and report payroll data and information
- Ability to use a payroll/ finance management system
- Ability to operate office equipment eg. printers, photocopiers, scanners, machines

MANAGEMENT SKILLS

- Efficient and effective planning and use of own time
- Efficient and effective data and record keeping skills
- Ability to use discretion in the handling of sensitive and confidential information
- Proficient problem solving skills
- Ability to prioritise duties to meet organisational objectives
- Ability to understand role within the organisational context
- Ability to assist colleagues by providing training relating to areas of responsibility

INTERPERSONAL SKILLS

- Oral skills to gain the understanding and cooperation of library customers, library suppliers, communicate with colleagues, disseminating information, exchanging views and resolving problems in an agreeable manner
- Proficient business writing skills to communicate with customers, colleagues, library suppliers and job applicants relevant to the requirements of position
- Ability, flexibility and motivation to work positively as a team member contributing to team harmony
- Comfort operating within a rapidly changing and often ambiguous environment.
- A commitment to continuous improvement.

QUALIFICATIONS AND EXPERIENCE

- Business Administration or relevant qualification (i.e. finance).
- Experience delivering payroll under an enterprise agreement
- Ability to take ownership of tasks and initiative with minimal supervision
- Strong attention to detail
- Proven ability to respond to queries with tact and demonstrate excellent customer service
- Proven ability to work under pressure and prioritise competing tasks with important deadlines
Confidentiality is a must
- Commitment to public libraries and their role in the community
-

- Working with Children and Police Check

KEY SELECTION CRITERIA

- Business Administration or relevant qualification (i.e. finance) or demonstrable experience in a similar role and environment.
- Demonstrated exposure to payroll/finance procedures and systems (Empower or Cognology will be highly regarded).
- Able to operate effectively in a team contributing positively to team operations and working relationships
- Exceptional keyboard skills with proficiency in the use of information technology including use of the Internet, word processing, spreadsheets, data bases, with proficiency in a Payroll/ financial management system highly desirable
- Sound organisational skills with the ability to plan, organise and determine priorities from a variety of incoming sources, achieving deadlines whilst maintaining a calm demeanour
- Professional oral and written communication skills within a customer service environment
- High level customer service ethic for internal and external customers.
- Current Working With Children Check.
- Current Victorian Drivers Licence.

ORGANISATIONAL RESPONSIBILITIES

1. Library Plan

- Contribute to the achievement of the vision, mission and goals through the strategies and actions articulated in the Library Plan.
 - Adopt and model GRLC's values embodied in the service principles articulated in the Library Plan
 - Intellectual freedom
 - Equity and access
 - Community focus and engagement
 - Innovation
 - Collaboration
 - Workforce support and development
 - Integrity and service excellence
 - Good governance.

2. Occupational Health & Safety

- Adhere to all Occupational Health and Safety Policies including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.

- Take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions in our workplace.

3. Culture

- Contribute to a more flexible, resilient and proactive culture by participating in organisational teams
- Practice and promote EEO principles by treating fellow staff fairly and equitably and without discrimination and harassment
- Promote a positive image of the library to the community through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner
- Ensure awareness and adherence to all Geelong Regional Library Corporation policies and procedures.

ORGANISATIONAL RELATIONSHIPS

Reports to:	EM, Organisational Performance and Development
Directly supervises:	N/A
Internal Liaisons:	All Library Staff
External Liaisons:	City of Greater Geelong Payroll team Payroll related suppliers

OTHER RELEVANT INFORMATION

- The Payroll Officer is classified as a Band 5 within the Geelong Regional Library Corporation Enterprise Agreement 2017 and the current salary is \$68,774 to \$79,087 pro rata plus superannuation.
- Vision Super scheme is the default fund determined in the Enterprise Agreement. Annual, sick and long service leave accruals will apply pursuant to the Enterprise Agreement.
- GRLC is a child safe and child friendly organisation committed to ensuring that all children who visit our libraries have the right to feel and be safe. Appointments to positions are subject to successful applicants providing positive Working with Children and Police checks.
- GRLC values equal opportunity and strives to create an inclusive and welcoming work environment that represents the diverse community we service. Applicants from Aboriginal and Torres Strait Islander people are encouraged to apply.
- We encourage expressions of interest and applications from people with a lived experience of disability, or long term illness or injury and people of all abilities, cultures, age, sex and gender.
- A six month probationary period applies

APPLICATION PROCESS

Applications including a covering letter, curriculum vitae, statement addressing the key selection criteria and two professional referees should be forwarded by email to:

Shane Brown, People Coordinator at jobs@grlc.vic.gov.au

Enquiries: Shane Brown People Coordinator, 03 5201 0511