

Position Description

Role title:	Payroll & HR Officer
Employment status:	Full-time
Reports to:	Team Leader, Business Support Services
Location:	Geebung
Award classification:	Social, Community, Home Care and Disability Services Industry Award 2010 - Level 5.

Purpose of role

The Payroll & HR Officer efficiently manages all aspects of the payroll process and provides HR support to ensure smooth operations and compliance with relevant laws and regulations. This includes accurately processing payroll, addressing employee enquiries regarding payroll and HR matters, maintaining employee records, and assisting with HR-related tasks such as recruitment, onboarding, and employee relations.

The Payroll & HR Officer reports to and works closely with Team Leader, Business Support Services to build relationships and support managers and staff in the recruitment and selection process, payroll, human resource governance and compliance and organisational development.

Key Position Duties

- Management of end-to-end fortnightly payroll and salary packaging processing including report generation.
- Manage and support all associated payroll activities including superannuation, PAYG payments and Portable Long Service Leave reconciliation and payment.
- Respond to enquiries from employees regarding payroll entitlements and other HR matters.
- Generate a broad range of employment documentation including employment contracts, statements of service and change of employment letters.
- Maintain all payroll and employee records, files, registers and databases, as well as HR forms and templates.
- Provide back-up support to end-to-end recruitment including advertising, screening applications, scheduling interviews, conducting reference checks and processing employment compliance checks.
- Assist with the coordination of induction and on-boarding of new employees.
- Develop and maintain working knowledge of human resource management delegations, legislation, policies and practices to provide advice and guidance to management and staff.
- Contribute to the development, implementation and review of practices and procedures to meet the strategic direction of ADA Australia's key objectives.
- Assist the Team Leader Business Support Services with research into, and analysis of a range of human resource and payroll issues and produce appropriate written reports and recommendations.
- Assist with the facilitation of information sessions and training.
- Assist with regular audits of staff mandatory licences, such as Working with Children Clearance (Blue Card), NDIS Worker Screening Clearance, and National Criminal History Certification.
- Contribute to supporting and monitoring the wellbeing of staff to ensure the organisation provides a safe and healthy workplace while ensuring compliance, and minimising and managing risks.

- Undertake projects, research-based activities, and review of policy, procedure and business processes that contribute to business improvement, system enhancements and the achievement of operational and corporate objectives.
- Any other duties as directed by the Team Leader, Business Support Services and/or Manager, Business Support Services.

Key selection criteria

1. Tertiary qualification in human resources, business, management or similar, and/or a minimum of three years' experience in a similar role.
2. Demonstrated knowledge of relevant legislation (Modern Awards, National Employment Standards, Fair Work) and HR best practices.
3. Proven planning and organisational skills and high a level of attention to detail.
4. Demonstrated experience in using contemporary HRM/Payroll systems (preferably Employment Hero) and Microsoft applications.
5. Sound oral, written communication and interpersonal skills to provide advice and establish and maintain professional and collaborative relationships with people at all levels.
6. Proven ability to contribute to team success while also working independently, demonstrating initiative and sound judgment in proposing solutions to challenges.
7. Ability to research and undertake investigations and projects, analyse and summarise information and prepare reports with recommendations on a range of workforce issues.
8. Demonstrated sound professional ethics of confidentiality, sensitivity and tact.

Essential requirements

- Current (less than three (3) years old) pre-employment National Criminal History Certificate and ongoing renewal every 3 years at employee's expense.
- Valid NDIS Worker Screening Clearance (paid workers) at employee's expense.
- Valid Working with Children – Blue Card (paid workers) at employee's expense.
- Current drivers' licence.

Desirable requirements

- Understanding of the human resource management environment in which not-for-profit organisations operate.
- Experience using Employment Hero

Ongoing requirements

- Travel will be required between ADA Australia's Brisbane offices and, from time to time, to regional offices.

ADA Australia strongly recommends that employees have and maintain Covid-19 and influenza vaccination currency in line with current Public Health Directives and organisation policy.