

Payroll and Learning & Development Assistant

Position Description

Position Responsibility Summary and Key Working Relationships

Functional Title: Payroll and Learning & Development Assistant	Department: Human Resources
Date: 11 January 2022	

Relationships and Networks

Lead by:	<ul style="list-style-type: none">• Head of Human Resources
Collaborates with:	<ul style="list-style-type: none">• Payroll Specialist• Human Resources Officer• Human Resources Assistant
Leads:	<ul style="list-style-type: none">• NA
Key Working Groups	<ul style="list-style-type: none">• College Leadership Team• Campus Leadership Teams• College Staff• Administration/IT and Maintenance teams• Other teams within the College where necessary
External Groups	<ul style="list-style-type: none">• Australian taxation office• Centrelink• Superannuation Clearing House• Salary Packaging organisation• Suppliers• Training organisations
Position conditions	<p>This is a permanent part time position (0.60 FTE), commencing as soon as possible.</p> <p>Conditions of employment are as per the Beaconhills College General Staff agreement 2017-2020 (incorporating the terms of the Educational Services (General Staff) Award 2010), Beaconhills' policies and procedures and the letter of offer.</p> <p>No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2010.</p>

Primary purpose of the position

The Payroll/Learning and Development (L&D) Assistant is primarily responsible for providing administrative and operational support to payroll functions and learning and development functions, which includes payroll processing, HRIS management, data management and administrative support.

The Payroll/L&D Assistant takes direction from the Payroll Specialist and Head of Education, reports to the Head of Human Resources and is accountable to the Executive Principal. The incumbent must have solid experience in payroll coordination and L&D support and will have excellent organisational skills, demonstrate high-level communication skills and enjoy the challenge of working as part of a team assisting to meet the needs of management and employees to ensure smooth operation of the College.

Key Responsibilities for the position:

Payroll

- Provide back-up and support for payroll processes as required, which may include monthly end-to-end payroll for 500+ employees
- Timesheet processing and the use of payroll software
- Meeting all payroll timelines
- Utilising the College's Access Micropay payroll system to ensure employee information is accurate and current
- Utilising ConnX and Access, calculate and process employee leave entitlements in accordance with the relevant Awards/EBAs
- Prepare calculations and processing of termination pays, redundancy payments and advance pays where required
- Process salary packaging and scarfing arrangements for staff
- Assist College staff by providing customer service, advice and support on matters relating the payroll, including ConnX employee portal, leave enquiries, wage and salary enquiries
- Prepare invoice payments for processing

Learning and Development

- Provide administrative support to the Head of Education in regards to the Professional Learning of Staff
- Manage and maintain the Professional Learning Database
- Conduct reporting on staff Professional Learning
- Answer enquiries relating the staff professional learning
- Other duties as directed by the Head of Education

Inherent Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

Sitting (Occasional 1-33%)

- Frequently walk moderate distances on or around campuses
- Look up and down
- Frequently required to sit
- Undertake repetitive arm movements and manual dexterity
- Read computer screens and printed documents
- Communicate clearly for telephone and face to face communication

- Specific vision abilities required for this position include close vision, distance vision, colour vision and depth perception

Competencies

- Advanced computer skills including experience with the Microsoft Office suite and databases
- Effective written communications skills
- High level of accuracy and attention to detail
- High-level organisational and time management skills
- Strong decision-making, problem solving and analytical skills
- Strong interpersonal skills including negotiation skills and conflict resolution skills
- Adaptability - ability to pick up new systems quickly and adapt to new environments
- Ability to handle multiple tasks
- Ability to demonstrate initiative and work under pressure
- High degree of confidentiality and discretion

Essential

- Relevant qualifications or minimum 2 years' experience in a Payroll position, including processing and superannuation payments for 500+ staff
- Demonstrated data entry and computer-based payroll experience
- Knowledge of, and experience in the application of contemporary HR procedures and practices
- A high level of ability to interact proactively with staff at all levels of the organization
- Demonstrated competence in analytical and problem solving skills
- Demonstrated high-level communication and interpersonal skills
- Demonstrated capacity to work both independently/autonomously with minimal supervision and collaboratively within a team
- Demonstrated excellent time management skills including the ability to plan, set priorities and to meet deadlines, with flexibility to alter priorities to meet changing demands
- The incumbent must hold or be able to obtain:
 - A Working With Children Check
 - A current Police Certificate

Desirable

- Familiarity with the operation of schools
- Working knowledge of and experience in using Access Micropay is preferable
- Working knowledge of and experience in ConnX is desirable
- An understanding of how to interpret legislation, regulations, awards, industrial agreements together with policies and procedures.
- Experience working with databases will be highly regarded

Workplace Health and Safety Responsibilities

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management.
- Cooperate in relation to activities taken by the College to comply with WHS legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace.

Child Safety Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

Vaccination Statement

It is a requirement of all staff members of Beaconhills College to be fully vaccinated with a COVID-19 vaccine that has been registered or provisionally registered by the Therapeutic Goods Administration or has been approved by a comparable overseas regulator, as determined by the Therapeutic Goods Administration under regulation 16DA93) of the Therapeutic Goods Regulation 1990 of the Commonwealth by the 29 November 2021.

Proof of vaccination status or an original certified copy of a valid medical exemption will be required as part of the employment offer process.