

## Position Description

Position Title	Payroll Officer
Position Number	30101314
Division	Finance and Resources
Department	Payroll Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G 1 L (1 - 5)
Classification Code	HS1 – HS17
Reports to	Team Leader
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"><li>• National Police Record Check</li><li>• Immunisation Requirements</li></ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

As a valued member of the Payroll Services Team, the Payroll Officer position is an entry level position which holds the responsibility for an array of technically challenging duties associated with the efficient preparation and accurate production of the payment of salaries and wages for Bendigo Health employees. This includes communication with Managers and Kronos Admin staff, accurate processing of contracts and terminations and support to Managers and Employees. It has a priority focus on the delivery of accurate, compliant, efficient preparation and accurate production of the payment of salaries and wages for Bendigo Health employees.

## **Responsibilities and Accountabilities**

The role is responsible for the accurate and efficient preparation and processing of salaries and wages for all employees.

### **Key Responsibilities**

- Have an excellent sound knowledge of Payroll policies and procedures.
- Accurately process and validate documents and electronic data relating to pay, allowances, leave and other pay issues in accordance with awards, industrial agreements and payroll procedures.
- Allocate, produce and action extensive reports required to support payroll audit processes and checking to improve payroll outcomes.
- Process new starters and terminations for Payroll Services, including the generation of certificates of service.
- In a courteous and timely manner, provide telephone and email advice to Managers and Employees.
- Prepare statutory and other externally requested information.
- Maintain confidentiality and integrity of all People and Culture, Payroll Services information.
- Perform other ad hoc duties within the scope of payroll processing as directed by the Director Payroll Services or Team Leader.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## **Key Selection Criteria**

### **Essential**

1. Successful customer service skills with excellent communication, organisational and interpersonal skills to interact with a diverse range of stakeholders.

2. Established technical skills to prepare documents, process data/reports using Microsoft Office suite with particular expertise in Word, Excel and Outlook.
3. Recognised capability to work as part of a team, be collaborative and adaptable.
4. Proven ability to effectively manage time and resources to meet competing priorities.

## Desirable

1. Experience in providing Payroll support preferably in a public health service. For example, a payroll and/or human resource information system. Experience using SAP/Kronos applications highly desirable.
2. Aptitude to work with a range of industrial awards/enterprise agreements, legislation and policies.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*