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| **Position Title** | Senior Payroll and HR Administrator |
| **Location** | Townsville |
| **Work Unit** | Corporate – People & Culture |
| **Position Reports To** | Director of People & Culture |
| **Positions Responsible For** | N/A |
| **Award Reference** | Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 |
| **Date of Approval** | Senior Payroll and HR Administrator |

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| **About TAIHS** |

TAIHS is an Aboriginal and Torres Strait Islander community controlled and managed corporation. With approximately two hundred employees and an operating income of $30m generated from Commonwealth and State funding bodies. The organisation supports communities in the Townsville, Ingham/Abergowrie, Burdekin, Charters Towers and Hughenden areas.

TAIHS provides a holistic primary health care service incorporating a bulk-billing general practice medical clinic, a dental clinic, an individual support and advice service, mental health counselling, community health screening and health promotion activities. TAIHS also provides a range of community services, including crisis accommodation, child safety and early family intervention programs, and specialist services for young people.

In addition to the operation of comprehensive primary health services and the provision of a range of community services, TAIHS seeks to improve health and social outcomes for the community through strategic partnerships advocacy for needs, promotion of awareness and education in improved health and social practices, the promotion of knowledge and understanding of underlying issues to address the unique patient and client needs and the development of evidence-based practices.

**Our Vision** – “TAIHS … More than a Health Service”

To “strive to provide a truly comprehensive model of care that responds to the physical, social, emotional, cultural and spiritual needs of our people”.

**Our Purpose**

Lead the way in providing culturally accessible, integrated health and social support services to our people so that they can live healthier, stronger, and longer lives, preserving our oldest surviving culture for future generations.

**Our Values**

* **Cultural Governance…** *Responsive, Leadership, Integrity*
* **Accountable…** *Respect, Responsible, Outcome Focused*
* **Collaborative…** *Partnerships, Integration, Engaged*
* **Innovative**… *Creative, Courageous, Sustainable*
* **Evidence-Based**… *Ethical, Transparent, Improvement*
* **Empowerment…** *Advocate, Motivate, Communicate*

**Our Strategic Pillars**

* **Access and Capability** – *improving access to high quality, inclusive health and human services that are culturally safe and responsive*
* **Innovation and Transformation** *– translating knowledge into action by championing creative approaches to planning, designing and delivering health and human services*
* **Culture and Community** *– reflecting Aboriginal and Torres Strait Islander people’s cultural values throughout the organisation’s polices, practices and relationships*
* **People –** *strengthening and empowering our capability, practices, and every community member to engage in culturally responsive ways*
* **Sustainability and Governance** *– strengthening and enhancing our foundation for long success, stewardship and influence*



**Our Services**

**Corporate Services**

**Primary Care**

**Community Services**

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| **Your Contribution** |

The Senior Payroll and HR Administrator is responsible for the accurate processing and coordination of the end-to-end payroll function within TAIHS. The position is responsible for providing an efficient and effective payroll service to all employees, in accordance with relevant Awards, statutory requirements, policies and procedures.

Additionally, The Senior Payroll and HR Administrator will support the Director of People & Culture in providing support and guidance to employees with Human Resources (HR) related support and functions.

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| **Key Responsibilities and Accountabilities** |

* Ensure the accurate processing of payroll within a specified timeframe and in accordance with statutory requirements, relevant Awards and TAIHS policies and processes
* Ensure that all payroll information on the payroll and HRIS system is maintained accurately
* Provide information and guidance to management and the workforce and respond to inquiries or resolve issues, regarding payroll-related matters
* Calculate and process all salary variations, movements and wages increases (including back pay if required), leave entitlements, other adjustments and termination payments in accordance with statutory requirements
* Facilitate the electronic transfer of salaries and wages to financial institutions and other deduction recipients
* Prepare reports, advice, briefings, presentations and correspondence in response to issues, inquiries or management reporting requirements
* Reconcile payroll general ledger accounts
* Prepare PAYG for ATO return
* Administer all superannuation contribution requirements in accordance with existing legislative, policy and procedural requirements
* Produce and reconcile PAYG Payment Summaries at year end and ensure the appropriate information is forwarded to the Australian Taxation Office following authorisation
* Facilitate the collection of data and statistics to inform standard and ad-hoc reports and payroll/workforce related surveys
* Support the Director of People & Culture in overseeing performance management and industrial relation processes, with direct advice to employees and Program Managers
* Ensure organisational compliance with relevant industrial instruments including Awards, Acts and legislation in relation to all aspects of the payroll process
* Oversee onboarding and offboarding procedures for employees

ALL employees have a commitment to adhere to the following:

* Work collaboratively with other team members and the wider TAIHS community in a manner that fosters positive reputation, relationships and workplace culture
* Work within legal, ethical and professional frameworks
* Ensure a commitment to all lawful and reasonable directions
* Actively endeavour to meet personal performance expectations and standards
* Participate in relevant meetings (organisation and team)
* Participate in required training and professional development programs
* Actively monitor, review and assist with improvements to policy, procedure, process and practice across TAIHS - All employees share the authority and responsibility of identifying non-compliances or possible improvements and recording these instances such that corrective or preventive action can be taken, to rectify the immediate situation and to prevent recurrence
* Commit to self-development and self-awareness to support professional growth
* Work in accordance with the TAIHS Code of Conduct and values, workplace health and safety legislation, confidentiality policies and all other relevant policies, procedures and processes
* Undertake other duties as reasonably directed

Please note that the duties outlined in this position description are not exhaustive and only provide an indication of the work involved. To achieve business needs TAIHS can direct you to perform duties which it considers are within your level of skill, competence and training.

**Working Relationships**

This report directly to the Director of People & Culture and will work closely with all Managers and Supervisors.

**Delegations**

NIL

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| **Required Qualifications and Experience** |

**Required Qualifications and Experience**

* At least five years’ demonstrated experience in a similar role
* Demonstrated ability in using payroll processing software
* Demonstrated experience interpreting and applying payroll legislation, principles, and processes
* Sound knowledge of industrial instruments including modern awards
* Comprehensive knowledge of Australian Taxation Office requirements as they apply to the payment of salaries and wages
* Sound knowledge of superannuation legislation and fund administration
* Proven ability to work to a high level of accuracy and meet strict deadlines
* Proven ability to work independently and as apart of a team to achieve organisational objectives
* Sound knowledge of and experience with spreadsheets, word processing and payroll software
* Good working knowledge and demonstrated application of Awards, Industrial Relations, Fair Work Act.

**Required Licenses and Checks**

* Ability to pass a National Police Check – no Serious/Criminal/Court Records
* Current Blue Card (Queensland's Working with Children Check) (or AHPRA registration if required)
* Current C Class Drivers Licence (Qld)
* COVID-19 Vaccination: It is a condition of employment for this position to be, and remain, vaccinated against COVID-19
* Proof of qualifications and current registration (as appropriate) are to be provided prior to commencement of employment.

**Required Attributes**

* Ability to sustain and maintain good working relationships
* Ability to demonstrate initiative and problem solve
* High level written and verbal communication skills
* Ability to plan, organise and coordinate to a high standard

**Practical Requirements**

* Work outside of normal hours of duty may be required
* Travel across the region may be required
* Ability to perform the physical requirements of the position in a safe manner

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| **Conditions and Benefits of the Position** |

TAIHS provides access to an employee assistance program and access to learning and development opportunities. Your employment experience with TAIHS will include work-life balance with competitive salary and benefits, leave entitlements, career progression opportunities and the chance to make a difference to the people and communities.

TAIHS is committed to building an inclusive culture that respects and promotes [human rights](https://www.forgov.qld.gov.au/humanrights)and [diversity](https://www.forgov.qld.gov.au/inclusion-and-diversity-commitment). The position involves working with a multicultural organisation where the majority of employees, clients and stakeholders identify as Aboriginal or Torres Strait Islander. Employees demonstrate an understanding of the issues affecting Aboriginal and Torres Strait Islander people communicate effectively and empower Aboriginal and Torres Strait Islander people.

TAIHS acknowledges that we respectfully journey together to aspire to be a culturally capable organisation. We are an inclusive, equal employment opportunity employer and place value on our diverse workforce. We encourage applicants representing all genders, ethnicities, ages, languages, sexual orientations, and people with disability or family responsibilities to apply.

