



POSITION TITLE:	Payroll Administration Officer
CLASSIFICATION:	CEO Administration Employee Level 3
TEAM LEADER/Manager:	Manager: Finance and Accountability
LOCATION:	Ballarat
FTE:	1.0
AUTHORISED BY:	Executive Director of Catholic Education Ballarat
DATE:	December 2020

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## Organisational Tradition and Context

Catholic Education in the diocese of Ballarat is an interwoven community gathered in Jesus' name to establish a clear vision to guide Catholic education now and into the future. Our foundation is a community of believers who established an education system as a place of welcome and to nurture all God's people.

All employees today are invited to build upon this foundational belief through the personal and professional expression of their work and by demonstrating a commitment to helping us achieve our Vision and Mission for the diocese of Ballarat.

### OUR VISION

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

### OUR MISSION

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

## Diocese of Ballarat Catholic Education Limited (DOBCEL)

DOBCEL is a company limited by guarantee to manage and operate nominated Catholic schools in the Diocese of Ballarat.

The Director of Catholic Education (who is also the CEO of DOBCEL) acts:

- with a delegation from the Bishop in the organisational, administrative, support and service matters related to DOBCEL Schools and DOBCEL Management;
- with a delegation from the Diocese of Ballarat Catholic Education Limited (DOBCEL) in the leadership, oversight and management of DOBCEL Schools and employees, including the appointment, supervision and performance management of all School Principal and DOBCEL Management employees;
- In accordance with the DOBCEL proscribed delegations.

DOBCEL employees will be required to make a meaningful contribution to Catholic Education in the Ballarat diocese through their work and by helping DOBCEL achieve:

- safe and respectful workplace and learning cultures where all are empowered to flourish;
- inclusive communities of employees that are responsive to the needs of our time and context;
- an inspired approach to leading and serving Catholic Education communities;
- best practice in Catholic Education which promotes authentic human development;
- cooperative and collaborative engagement between our parish, parent, student, and leadership communities;
- excellence in the governance and stewardship of DOBCEL resources.

## Safeguarding of Children and Young People

*DOBCEL is committed to providing a safe environment for people of all ages, with special concern for children and young people.*

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct;
- read, and conduct themselves in accordance with, the CECV Commitment to Child Safety;
- read and maintain their knowledge of DOBCEL Child Safeguarding policies, procedures and reporting obligations;
- understand individual professional and behavioural expectations associated with the safeguarding of children and young people;
- take all appropriate action to reasonably protect children and young people;
- complete as a minimum, all mandatory competencies/training in understanding professional obligations in relation to the safeguarding of children and young people.

## Purpose

The Payroll Administration Officer will support the operations of Catholic Education Ballarat's centralised payroll service. This position will be part of the Finance Team and will have the following responsibilities:

### Advice and Support

- Assist with the delivery of high-quality payroll processing service to all employees
- Respond to payroll queries in a timely manner and to a high standard
- Resolve payroll queries received via phone, email and in person

### Payroll Processing

- With a strong attention to detail, interpret and apply the requirements of relevant payroll legislation, CEOB policies, and Enterprise Agreements to ensure correct payments are made to employees
- Ensure that all payroll processing compliance and auditing requirements are met
- Assist with processing payments of salaries and wages as required
- Assist with performing all necessary finance/payroll reconciliations as required
- Assist with the maintenance of accurate payroll employee records
- Assist with applying all payroll processes and practices including but not limited to;
  - Payroll taxation tables
  - Salary packaging
  - Superannuation
  - Processing of termination/redundancy payments
  - All leave types and accruals
- Assist with calculating and performing any payroll related adjustments, including backpays, terminations, and salary adjustments.
- Maintain confidentiality and demonstrate compliance with Privacy legislation

### Team Work & Communication

- Participate as a valued team member promoting and contributing to team meetings and a positive work environment
- Maintain a professional relationship with all internal and external partners
- Communicate effectively with all partners using appropriate channels, utilising appropriate formal and informal channels of communication.
- Receive direction from Managers and follow through on instructions.

### Training & Development

- Be actively involved in further development of payroll systems including input into CEB policy
- Develop and maintain excellent knowledge of payroll systems
- Attend all mandatory and recommended training.

## Key Responsibilities

### Under the direction of the Team Leader/Manager, this role will:

- Monitor emails, phones and answer all general enquiries
- Back up of fortnightly payroll processing for schools when Payroll officer is on leave
- Audit for Central Payroll Services (CPS) pay-runs
- Assist with OSR & PRS maintenance
- Provide general payroll administration support
- Assist with all other Payroll Officer functions
- Other duties as required

### Other

- carry out all other duties within the limits of the employee's skill, ability and competence, as may be directed from time to time.
- It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.
- The accountabilities described within may be altered in accordance with the changing requirements of the role.
- The employee is expected to comply with and demonstrate a positive commitment to upholding all DOBCEL policies, procedures, and work instructions.

## Partnering and Communication

All Employees have a responsibility to ensure effective communication is maintained to:

- promote a culture of partnering and collaboration;
- ensure appropriate language and behaviour is demonstrated in every interaction;
- ensure timely support is offered and provided to identified needs;
- develop and maintain effective relationships with relevant internal and external stakeholders to build and enhance DOBCEL services;
- facilitate effective working relationships between DOBCEL schools and office employees;
- contribute towards creating a harmonious working environment and maintain effective team work and professional working relationships.

## Performance and Professional Development

All employees have a responsibility to undertake continuous professional development including to:

- participate in regular team meetings and committees as required;
- develop an individual development plan aligned to organisational and role priorities;
- participate in performance development and alignment conversations as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory professional body;
- demonstrate the need to continually develop new skills and update knowledge appropriate to the role.

## Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health, so far as is reasonably practicable. To achieve this all employees must:

- take reasonable care for their own health and safety;
- take reasonable care for the health and safety of others who may be affected by their acts or omissions;
- cooperate with anything DOBCEL does to comply with OHS requirements;
- comply with all DOBCEL Safe Working Procedures at all times;
- use appropriate Personal Protective Equipment (PPE) as required;
- periodically update their employer about any medical condition they have that:
  - is life threatening or may require Emergency Services to be called;
  - could impact on their ability to perform their duties;
- complete occupational health and safety training courses as required and participate in compliance briefings or inductions as directed;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare;
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses etc.) to their employer;
- work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues;
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity.

## Skills and Capabilities

To be successful in this role the employee needs to have the following skills and capabilities:

- attention to detail
- strong customer service experience
- payroll experience
- data entry and preferable to have excel
- administration experience
- highly organised with the ability to handle competing priorities

## Mandatory Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- payroll experience
- hold a current Working with Children Check
- hold a current Victorian or National Police Check