## POSITION DESCRIPTION

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### Catholic Education Office, Diocese of Ballarat

**POSITION TITLE: Payroll Officer**

**REMUNERATION SCALE: Within the range: $77,749 - $85,943 pa**

**REPORTS TO: Manager: Finance and Accountability**

**FULL TIME EQUIVALENT: 1.0**

**CLASSIFICATION: Ongoing**

**LOCATION: Ballarat**

**AUTHORISED BY: Director of Catholic Education**

**DATE: June 2019**

**Primary Objective**

The Payroll Officer will be responsible for recording and processing pays for schools that wish to transfer their payroll processes to the Catholic Education Office Ballarat (CEOB) and to provide support to schools in the use of the Human Resources software. This position is to fill a combination of new/adapted responsibilities within the Business Services Team.

**Accountability**

The Payroll Officer is accountable to the Manager: Finance and Accountability.

**Delegations**

The Director of Catholic Education (who is also the Chief Executive Officer of DOBCEL) acts:

* with a delegation from the Bishop in the organisational, administrative, support and service matters related to all 64 Catholic schools within the Diocese.
* with a delegation from the Diocese of Ballarat Catholic Education Limited (DOBCEL) in the leadership, oversight and management of DOBCEL Schools and CEOB, the appointment, supervision and performance management of Principals of DOBCEL schools and CEOB staff.

Delegations to other staff within the Catholic Education Office are defined in the relevant DOBCEL or CEOB policy, procedure or role specification and should be observed at all times.

**Key Responsibilities on commencement**

1. Support the ethos, values and mission of Catholic education
2. Undertake fortnightly payroll processing for schools
3. Assist with the implementation of processes and procedures for provision of central payroll processing
4. Provide service to schools with regards to payroll and employment related matters
5. Assist with and/or facilitate professional learning to school staff in payroll and related matters
6. Advise/liaise with and provide timely information to primary principals and school administrative staff on payroll and related matters
7. Contribute as a member of the Business Services Team

**Key Relationships**

* Manager Finance and Accountability
* Assistant Director: Business Services
* Member of the Business Services Team
* Employee Relations Unit - CECV
* Principals’ Networks
* Diocese of Ballarat Catholic Education Limited schools