

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Payroll Officer
<b>Award Classification:</b>	HS2
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
<b>Position Reports to:</b>	Payroll Manager

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts'* is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.



## **1. POSITION PURPOSE**

Working as a Team you will be responsible for the functions and tasks that will result in the provision of an efficient and accurate payroll service for a large and diverse staff base of 12000 employees at Eastern Health, delivering a clean and correct fortnightly pay on time every time.

The Payroll Officer will be expected, with appropriate training and support, to be able to perform any of the various payroll processing tasks required for any and all employee groups at any and all sites and programs.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

- Maintain a portfolio of electronic rosters, providing support to Roster Managers as required.
- Update employee rosters in the Roster on/ Optima electronic rostering system.
- Pay lock Rosters in Roster On/Optima in preparation for payroll processing where applicable.
- Code, input and check all timesheet/roster amendments in accordance with awards and enterprise bargaining agreements ensuring accuracy
- Process any relevant ad hoc payments and entitlements for employees across multiple Health Enterprise Agreements.
- Calculate back pays if required
- Process offline payments for ad hoc payments/adjustments, using the SAP payroll workbench Function
- Process all leave long term leave transactions within Roster On/ Optima rostering system and the SAP payroll system.
- Calculate LSL entitlements, updating employee records in the SAP payroll system where applicable.
- Enter Employee new start details into rostering system
- Process offline payments for ad hoc payments/adjustments, using the SAP payroll workbench Function
- Provide ATO information as requested
- Issue bank verification letters and other letters in relation to employment upon request.
- Filing and or scanning of all pay roll related document.
- In a courteous and timely manner, attend to payroll enquiries by telephone and email, providing a triage service when requested.
- Maintain confidentiality of all personnel and payroll documents
- FMIS and stationary orders as required.
- Provide support to the CME (Continued Medical Education entitlement) functionality as required.
- Other duties within the realm of payroll processing as directed by the Payroll Manager

### **3. SAFE PRACTICE AND ENVIRONMENT**

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

### **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination*

*against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

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#### Essential

- High degree of proficiency in SAP Payroll modules
- Experience in a complex multisite, 24 hour / 7 day per week organisation
- Previous experience or demonstrated understanding of Healthcare Industry
- High level Keyboard and data entry skills
- Demonstrated ability to quickly learn new processes
- Demonstrated ability and willingness to undertake all facets of the payroll processing for any/all employees and sites/programs
- Ability to work to and meet deadlines
- Ability to maintain a customer service focus under pressure
- High level of accuracy and attention to detail
- Ability to work in a team environment
- Ability to prioritise the workload
- Ability to relate to staff all levels
- Ability to handle difficult situations
- Excellent communication and interpersonal skills, with diplomacy and patience
- Proficiency in Word & Excel
- Knowledge of health industry awards and current agreement/EBA negotiations

**Aboriginal & Torres Strait Islander Candidates**

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.*

*An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)*