

POSITION DESCRIPTION

Position Title:	Payroll Project Manager
Award Classification:	Administrative Officer
Award / Agreement Name:	Administrative Officers (Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2022-2025)
Position Reports to:	Director Remuneration & HR Systems

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



1. POSITION PURPOSE

The Project Manager will lead the successful implementation of the Payroll module within the SAP SuccessFactors suite. This role will oversee the planning, execution, and delivery of the payroll system project to ensure it meets business, technical, and compliance requirements. The position requires strong project management skills, payroll process knowledge, and experience with HRIS or ERP implementations.

The Payroll Project Manager is an integral part of the program leadership team, reporting to the Director Remuneration & HR Systems. The role will work in conjunction Internal & External stakeholders to ensure delivery within timeframes and budget. The Payroll Project Manager is responsible for building strong working relationships with all stakeholders.

The Payroll Project Manager will be accountable for developing Business Requirements (including integrations), Test Cases (development and execution), parallel testing and will input into the Solution Design and Change Management Plan and execution.

The role will be responsible for managing up to 6 direct reports and providing day to day management of the team and issue resolution, together with coaching and development of team members.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

1. Lead the end-to-end implementation of the Payroll module as part of the SuccessFactors program.
2. Develop and manage project plans, timelines, budgets, and resource allocation.
3. Coordinate with internal stakeholders, external vendors, and implementation partners.
4. Ensure alignment of payroll design and configuration with business processes and compliance standards.
5. Manage risk, issues, and change control processes.
6. Oversee data migration, testing, and validation activities.
7. Drive communication, training, and change management to support adoption.
8. Report on project status, milestones, and key deliverables to governance committees.
9. Ensure post-implementation review and transition to business-as-usual support teams.

Key Skills and Experience:

1. Proven experience managing People System implementation projects (ideally SuccessFactors or SAP).
2. Strong understanding of payroll operations, compliance, and integration with HR systems.
3. Demonstrated experience leading cross-functional project teams.
4. Excellent stakeholder engagement, communication, and vendor management skills.
5. Project management certification (e.g., PMP, PRINCE2, or Agile) desirable.
6. Experience in a large or complex organisation preferred.

1. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining 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.

2. 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.

3. 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.

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.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing 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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Behavioral competencies

- Ability to establish relevant priorities for competing requests for services.
- Strong reporting and presentation skills, and oral and written communication skills.
- Able to effectively liaise, consult and input into decision making forums.
- Organized and systematic approach to problems and decision making.
- Strong work ethic, with ability to work independently and lead a small team.
- Ability to follow through on issues to completion and find solutions to challenges.
- Demonstrated capacity to 'live' the Eastern Health Values.

Key Selection Criteria

- Ability to translate business objectives and benefits sought into business requirements.
- Ability to translate business requirements into solution design.
- Ability to develop Test Cases with assistance and direction from the Test Lead, and lead a team to test cases.
- Ability to assist the Change Manager to identify Change Impacts and support the execution of the Change Management Strategy.
- Experience in delivering in accordance with a project plan and deadlines.
- Process Improvement and problem-solving experience.

Essential

- Knowledge of functional areas that are managed through SuccessFactors & Optima which are Eastern Health's enterprise-wide system.
- Understanding of Payroll (preferably SAP) capability and associated business
- Processes for using SAP, SuccessFactors & Optima or other similar applications.
- Proven ability to develop and maintain relationships, both with internal and external stakeholders.
- Proven ability to lead and manage a team.

Desirable

- Experience working in an IT project environment, dealing with competing business objectives and priorities.
- Relevant project management qualifications, such as PRINCE2 certification or equivalent experience.
- Experience with Eastern Health or other Health Networks is desired.

- Experience managing external IT vendors and overseeing effective working
- relationships which meet contractual obligations and requirements of the customer.
- Data migration and data analysis skills and experience.
- A current Driver's License is desirable for this position.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. 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