

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Payroll Administration Officer, Remuneration Services
<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>Current Effective Date:</b>	May 2026
<b>Next Review Date:</b>	May 2027
<b>Position Reports to:</b>	Head of People Operations & Remuneration Equity

### 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



## **POSITION PURPOSE**

The Payroll Administrator forms part of the Payroll Team. The role will be responsible for timely running and reconciliation of fortnightly payroll close in SAP Payroll ensuring relevant Finance Reporting, ATO requirements and Super Guarantee obligations are processed & reconciled in a timely manner. Maintenance of Enterprise Agreements (as required), supporting SAP changes & upgrades are also key responsibilities of this role. This includes working with the Associate Directors (Payroll & HR Systems) to ensure end of FBT & Financial year are successfully completed and reporting updates. The Payroll Administrator will also support the Payroll Manager as directed which may include email and telephone support. Additionally, the role will support the Associate Director with audits for Non-Medical contracts (new & varied) ensuring accuracy is maintained within SuccessFactors, SAP and or RosterOn Optima. . telephone support.

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

Payroll Administration:

- Assist with fortnightly Payroll processing and Compliance
- Processing and compliance checks of employee Onboarding details through the Success Factors, SAP payroll and Roster On rostering Systems
- Responsible for fortnightly Superannuation processing, reconciliation & Single Touch Payroll Compliance.
- Assist with maintaining the SAP payroll system including, system changes, regular payroll data audits, system testing etc.
- Assist with End of Financial Year reconciliation
- Apply Salary Increases as per Enterprise Agreements
- Approval and Processing of Invoices through FMIS
- Maintain accurate employee personal records, electronic & manual.
- Fortnightly and Month end Finance reporting as well as ad hoc report as required
- Verify data ensuring accuracy at all times.
- Attend to email and telephone enquiries.
- Maintain confidentiality of all personnel and payroll documents
- Other duties within the realm of payroll processing as directed by the Payroll Manager

## **2. SAFE PRACTICE AND ENVIRONMENT**

### **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 Compensations (WIRC) Act 2013.

### **3. 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.

### **4. 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. Key Attributes:**

- Demonstrated ability to work within a large and fast paced pay roll environment, with a strong team focus
- High level of accuracy and attention to detail
- Exposure to multiple and complex enterprise Agreements.
- Strong reporting and analytical skills, with experience using Microsoft Office.
- Demonstrated ability to think creatively and generate new ideas for process improvements.
- Demonstrated ability and willingness to undertake all facets of a busy customer focussed administration environment.
- Manage competing prioritise to meet deadlines whilst maintaining focus under pressure
- Ability to communicate well across all staffing levels, and manage difficult situations
- Display the ability to be pro-active responsive when faced with challenges
- Exposure to the SAP payroll system desirable

#### **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: \_\_\_\_/\_\_\_\_/\_\_\_\_

**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](mailto:Aboriginal.Workforce@easternhealth.org.au)