

<b>Division/Branch/Unit</b>	Finance and Administration, Human Resources
<b>Salary Classification</b>	Grade 2 - Support
<b>Employment type</b>	Permanent part-time
<b>Date of Approval</b>	May 2018

## Primary purpose

The HR and Payroll Support Officer provides support and assistance to the Manager Human Resources and the Assistant Accountant and Payroll Officer in all aspects of LGNSW human resources administration and payroll management of LGNSW and LG Procurement. The position has a key role in assisting to ensure that all human resources and payroll statutory and legal obligations are met.

## Key accountabilities

- Provide support to the Manager Human Resources in all aspects of the human resources function. Undertake relevant human resource records administration, routine correspondence and report preparation, organising appointments, meetings, presentations and training sessions.
- Provide advice to managers and staff on all aspects of human resource, payroll and leave administration, preparing regular and ad-hoc reports to management as necessary.
- Maintain LGNSW's organisation chart, ensuring that it is up to date and accurate.
- Assist in all aspects of the recruitment function including updating position descriptions, drafting and placing advertisements; arranging committee members, culling, arranging interviews; processing selection panel reports; undertaking reference checks as necessary and drafting employment contracts. Engage temps, contractors and consultants as directed.
- Prepare monthly statement of new starters, staff leaving and other key staffing events.
- Circulate new starter induction checklist to relevant staff.
- Process probation checklist and follow ups for each staff member.
- Process performance reviews for all staff and follow up as necessary.
- Process resignation / termination letters and arrange exit interviews.
- Assist in all aspects of work health and safety administration including the Employee Assistance Program.
- Provide support to the Assistant Accountant and Payroll Officer in all aspects of payroll administration for LGNSW, its Board and LG Procurement. Undertake all payroll and leave administration related functions. Arrange salary related payments for all staff, from initial employment, progression and promotion, to termination. Arrange the payment of allowances, board fees, overtime, superannuation etc. and manage the leave system, ensuring that all statutory and legal obligations are complied with.
- Work collaboratively with the Assistant Accountant and Payroll Officer to resolve payroll / leave administration issues as they arise.
- Assist with addressing payroll related audit issues including compliance, reporting and follow up.

## Key challenges

- Dealing with a range of human resource / payroll / leave related issues concurrently, with varying timelines and workloads, in a demanding, high volume and often autonomous work environment.
- Maintaining a sound understanding of current LGNSW and LG Procurement human resource, leave and

payroll policy and practice including relevant statutory and regulatory requirements, to ensure the provision of accurate advice.

- Ensuring the accuracy, security and confidentiality of human resource, payroll and leave information contained in relevant registries, files and databases.
- Displaying professional and effective collaboration with the Assistant Accountant and Payroll Officer to ensure that payroll and leave administration activities are effectively undertaken.
- Displaying professional and effective communication and liaison skills with both internal staff and external stakeholders at all levels.

## Key relationships and role dimensions

Who	Why
Manager Human Resources	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide assistance and support</li> <li>• Inform, advise and escalate emerging and sensitive issues</li> </ul>
Assistant Accountant and Payroll Officer	<ul style="list-style-type: none"> <li>• Receive instruction, guidance and assistance in payroll and leave issues</li> <li>• Inform, advise and escalate emerging and sensitive issues</li> </ul>
Colleagues	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships</li> <li>• Provide advice to management and staff on human resource, payroll and leave administration policies and practices</li> <li>• Collaborate on matters, exchange information, provide advice and seek feedback</li> </ul>
External and other parties	<ul style="list-style-type: none"> <li>• Maintain effective relationships with key contacts</li> <li>• Respond to queries or redirect to relevant party for review and resolution</li> </ul>

## Decision making

This position operates with some level of autonomy and is expected to make day-to-day decisions relating to work priorities and workload management and the content of advice and information provided. The position is bound by policy and procedural guidelines relating to human resource, payroll and leave administration matters.

## Reporting line

While the position reports to the Manager Human Resources, it also works collaboratively with the Assistant Accountant and Payroll Officer, receiving instruction guidance and assistance in all payroll and leave related issues.

## Direct reports

Nil.

## Essential requirements

- Experience in human resources, payroll and / or leave administration related functions.
- Well-developed organisational skills and the capacity to successfully manage competing priorities and meet deadlines, while maintaining confidentiality and accuracy.
- Sound oral, written and interpersonal communication skills.
- Adept at problem solving, including being able to identify and address issues as they arise.
- Capacity to gather, interpret and analyse information and clearly present ideas and technical information.
- Computerised payroll experience