



Role Description

Title:	Payroll Team Leader	Location:	Toowoomba Catholic Schools Office
Reports to:	Manager: Employee Services	Classification:	Professional Officer, Level 4
Directorate:	People and Engagement Services	Tenure:	Full time, Permanent

1.0 Purpose

The Payroll Team Leader leads and supports the provision of high quality payroll services to Toowoomba Catholic Schools. The Payroll Team Leader has a focus on excellence in service standards, ensuring that payroll services are delivered in accordance with legislation, policies and procedures for all staff of Toowoomba Catholic Schools.

The Payroll Team Leader manages the payroll team to ensure the efficiency of a large computerised payroll administration system and is responsible for the interpretation and application of various awards, policies and procedures with regard to pay rates, leave entitlements and other employment conditions.

The Payroll Team Leader will be responsible for the oversight and completion of all payroll duties which includes all aspects of superannuation, compliance with Income Tax guidelines and workers' compensation legislation.

2.0 Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- demonstrated experience in managing and leading a payroll function in a similar multi-site environment, with a minimum of 5 years' experience
- strong knowledge of award interpretation and understanding of employment legislation
- proven and strong understanding of all areas of payroll services, current payroll legislation, tax and superannuation, and government requirements
- demonstrated experience in leading and mentoring a payroll team
- proven track record and experience in running end to end payroll processes
- personal and people management abilities including supervision, team building and conflict resolution
- attention to detail and accuracy
- strong analytical and report writing skills
- high level problem solving and organisational skills
- high level knowledge, skill and experience with the Microsoft suite of products, in particular, Microsoft Excel and the use of spreadsheets

Desirable

- experience working in the education sector

3.0 Key result areas

- 3.1 contributes to and promotes the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.2 manages and coordinates the payroll team to deliver high quality payroll services within Toowoomba Catholic Schools
- 3.3 manages day to day payroll operations and payroll systems within Toowoomba Catholic Schools
- 3.4 implements quality control and auditing processes of payroll services with Toowoomba Catholic Schools
- 3.5 in conjunction with the Manager: Employee Services, reviews, develops, updates and implements policies procedures and guidelines for payroll services
- 3.6 provides high quality customer service to both internal and external users of payroll services
- 3.7 provides expert advice, education and training to the payroll officers, Toowoomba Catholic Schools Office and schools in relation to payroll matters
- 3.8 designs, develops and implements key payroll reports for a range of audiences and compliance requirements
- 3.9 collaborates and communicates with other members of the People and Engagement Services Directorate and the members of the other directorates within TCS to ensure high professional standards are met
- 3.10 completes other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

4.1 While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

7.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

Payroll Team Leader

Please note: this statement links to the key result areas in the Role Description

3.1 contributes to and promotes the development, alignment, attainment and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

3.1.1 contributes as a member of the People and Engagement Services Directorate to achieve the strategies set out in the People and Engagement Services Directorate Strategy and the TCS Strategic Plan

3.1.2 attends professional development as appropriate

3.1.3 documents and reports on the progress of initiatives in the People and Engagement Services Directorate Strategy and the TCS Strategic Plan as required

3.2 Supervises and coordinates the payroll team to deliver high quality payroll services within Toowoomba Catholic Schools

3.2.1 lead and coordinates the Payroll team to ensure individual and team goals are achieved and services are provided in an effective and timely manner

3.2.2 maintain continuous improvement in the efficiency of the operations within the Payroll team

3.2.3 develops the skills of the Payroll team to ensure succession planning and adequate coverage can be provided in periods of absence

3.2.4 makes recommendations regarding payroll team structure and recruitment needs, including temporary backfill of positions

3.2.5 participates in the management of performance and disciplinary matters involving Payroll team members

3.3 Supervise and supports day to day payroll operations and payroll systems within Toowoomba Catholic Schools

3.3.1 administer the day-to-day operations of the payroll team to ensure efficient and effective payroll processing that ensures compliance with industrial agreements, awards and legislative requirements

3.3.2 administers and reconciles all EFT, superannuation, payroll and salary packaging deductions

3.3.3 maintains and updates the payroll system to ensure compliance with contemporary requirements

3.3.4 ensures payroll system changes and troubleshooting of system issues to ensure the pay system provides an accurate output for payment and reporting

3.3.5 ensures accurate reports, reconciliations and costings are provided to the Finance team

3.3.6 ensures the development and implementation of payroll controls and procedures within the payroll system to ensure continuous improvement occurs and deadlines are met

3.3.7 verifies and authorises all procedures to ensure compliance with all legislative, industrial and procedural requirements

3.3.8 plans payroll activities to meet fortnightly, monthly and periodic workloads and deadlines

3.3.9 assists in the development and implementation of appropriate measures to ensure that all non-compliances are rectified within acceptable timeframes and that relevant parties are notified

3.4 implements quality control and auditing processes of payroll services with Toowoomba Catholic Schools

3.4.1 ensures adequate checking processes occur to minimize inaccuracies in the payroll and salary packaging runs

3.4.2 continually improves standards of service to ensure adherence to legislative requirements

3.4.3 maintains all files and records in an up-to-date and accurate manner to improve the efficiency of day-to-day activities

3.4.4 conducts regular audit functions within the People and Engagement Directorate to ensure all remuneration payments and remittances are made in compliance with industrial awards and agreements, employer obligations and policies and procedures, and takes action to rectify any non-compliance within the appropriate deadlines

3.5 in conjunction with the Manager: Employee Services, reviews, develops, updates and implements policies, procedures and guidelines for payroll services

3.5.1 ensures all payroll procedures and processes are compliant with relevant legislation and TCS strategic objectives

3.5.2 maintains continuous improvement in the efficiency of the operations within the payroll team

3.5.3 develops, documents and maintains internal procedures and processes for the Human Resources Directorate and payroll team

3.5.4 ensures that relevant procedures are communicated within TCS

3.6 provides high quality customer service to both internal and external users of payroll services

3.6.1 presents a warm and approachable face and voice to both external and internal customers

3.6.2 ensures payroll changes/issues are reported to employees and managers in a timely manner

3.6.3 implements and explains corrective action to employees in a timely manner

3.6.4 liaises with other Directorates, where required, to ensure effective communication and collaboration as required

3.7 provides expert advice, education and training to the payroll officers, Toowoomba Catholic Schools Office and schools in relation to payroll matters

3.7.1 ensures accurate and effective advice on all areas of payroll administration from individual employee issues to management information requirements

3.7.2 provides advice and recommendations to management for matters that affect the day-to-day operations of timely and accurate payroll services

3.7.3 provides advice in relation to the interpretation of legislation, awards and industrial agreements as relevant to payroll services

3.7.4 operates as the subject matter expert to support the Manager: Employee Services in decisionmaking

3.7.5 maintains knowledge of contemporary payroll practices and any developments or changes that may impact on TCS

3.7.6 provides ongoing education and training for payroll officers to ensure compliance with legislation, awards and industrial agreements

3.8 designs, develops and implements key payroll reports for a range of audiences and compliance requirements

3.8.1 ensures a high level of data quality within the TCS payroll system through range of data input, monitoring and review processes

3.8.2 utilises key TCS payroll and HR data to produce high quality reports for a range of purposes

3.8.3 implements processes of audit and review to ensure consistency and reliability in relation to payroll data and reports

3.9 collaborates and communicates with other members of the People and Engagement Directorate and the members of the other directorates within TCS to ensure high professional standards are met

3.9.1 maintains highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice

3.9.2 understands and accepts the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless payroll service

3.9.3 establishes and maintains effective communication networks with stakeholders

3.9.4 works collaboratively with stakeholders

3.10 completes other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

3.10.1 duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the People and Engagement Services Directorate Strategy, TCS Strategic Plan or other directorate strategies