

Role Description

Title:	Payroll Project Support Officer (Payroll Systems and Processes Project)	Location:	Toowoomba Catholic Schools Office
Reports to:	Payroll Systems and Processes Project - Project Manager	Classification:	Administration Officer AO4
Services:	Office of the Executive Director	Tenure:	Contract (Fixed Term), Full time

1. Purpose

The Payroll System and Processes Project - Support Officer works under direction to support the Payroll System and Processes Project ('Project'), prioritising and delivering a variety of tasks to help successfully and effectively perform Project-related administration.

2. Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- a relevant qualification at certificate level or equivalent skills, experience and competencies to that of a relevant qualification at certificate level or higher, as determined by the TCSO
- ideally candidates will have a background supporting project teams and have a strong desire and capacity to learn
- knowledge of or the ability to acquire, the underlying principles, basic analysis and practices of project management
- demonstrated organisational skills including the ability to manage competing priorities and work to set timeframes
- effective relationship building and influencing skills
- highly developed written and verbal interpersonal skills with the ability to support the creation of clear and concise written communications
- personal drive and integrity to maintain strict confidentiality at all times.
- demonstrated ability to exercise initiative, be adaptable to manage competing priorities and apply attention to detail in all tasks
- demonstrated high-level experience working with the Microsoft suite of products, including Office 365

Desirable

- experience working in the Education sector
- experience with project management and change management methodologies (eg PRINCE2, Agile, Prosci ADKAR)

3. Key result areas

3.1 Assist in the development, alignment, achievement and review of Project priorities for the Diocese of Toowoomba Catholic Schools (TCS) in relation to Project support.

3.2 Collaborate with teams to facilitate duties associated with project management in the context of payroll system implementation.

- 3.3 Ability to synthesise information from multiple sources and use initiative and sound judgement to decide what information is important and requiring action.
- 3.4 Provide high-level administrative support for Project priorities.
- 3.5 Perform other duties as directed, in line with the evolving needs of the position and in compliance with any relevant legal and/or industrial obligations.

4. Statement of responsibility

While at work the position 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 position 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.

5. Statement of duties

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

Duties Statement

Payroll Project Support Officer

3.1 Assist in the development, alignment, achievement, and review of Project priorities for the Diocese of Toowoomba Catholic Schools (TCS) in relation to Project support.

- Participate as a team member in the Project team to support the execution of Project-related activities.
- Under the guidance and direction of the Project Manager, undertake administrative activities related to Project support.

3.2 Collaborate with teams to facilitate duties associated with project management in the context of payroll system implementation.

- Maintain effective and collaborative relationships with colleagues, contribute to discussions and seek advice to enhance Project outcomes.
- Under the guidance of the Project Manager and other Project staff, provide change management-related administrative support to teams across TCS.

3.3 Ability to synthesise information from multiple sources and use initiative and sound judgment to decide what information is important and requiring action.

- Review Project-related data from various sources to help inform decision-making processes within the Project.
- Proactively seek out information when necessary to ensure a comprehensive understanding of the Project's status and administration needs.
- Collaborate with team members and stakeholders to ensure all perspectives are documented for consideration in decision-making processes.
- Report key findings and insights to the Project Manager and other Project staff, using discernment to highlight any areas that may require immediate action.

3.4 Provide high-level administrative support for Project priorities.

- Assist in establishing and maintaining communication channels with stakeholders throughout TCS to implement innovative practices and processes.
- Work closely with stakeholders under the guidance of the Project Manager and other senior staff to collate business challenges for translation into opportunities for process improvement within the Project.
- Support the delivery of change management and project management practices under the direction of Project staff.
- Support the creation of project management plans under the guidance of the Project Manager and other Project staff, to support the application of the TCS Program Management Framework.
- Assist in maintaining Project documentation including schedules, budget, risk registers, issues logs, stakeholder analyses, benefits registers, lessons learned, status/progress reporting and other relevant Project documents as required.
- Support Project staff to prepare and deliver training across the Diocese on the use of enterprise applications and information systems for project management practices.

3.5 Perform other duties as directed, in line with the evolving needs of the position and in compliance with any relevant legal and/or industrial obligations.

- Other duties may include tasks arising from operational and strategic reviews of actions associated with the Project.
- Participate in any professional development as directed and appropriate.