Position Title: Payroll Manager

Position Number: 7748/081

Position Classification: HEW Level 8

Organisational Unit: Office of People and Capability
                   University Operations

Location: Casuarina Campus

Tenure: Continuing full time appointment

Responsible to: Deputy Director, Client Services

Employment Conditions: Remuneration Package - HEW Level 8

- Base salary of $86,018 - $97,322 per annum plus legislated superannuation or 17% employer contribution for eligible employees. District Allowance may apply.
- Conditions include 6 weeks annual leave

Special Features: Appointment to this position is contingent upon satisfactory Criminal History Check being completed and the report received by the Office of People and Capability prior to initial appointment.

Business Unit Environment
The University Operations division enables and improves the operational capacity of the University. Offices in University Operations deliver quality services, infrastructure, administration and support for staff and students and provides strategic initiatives to support the University’s Strategic Plan.

The Office of People and Capability (OPC) is a key service provider to the University, critical to achieving strategic goals through people. This cannot be done without high levels of staff energy, skills and cooperation. The OPC assists University leadership to develop the culture and systems for people to flourish and contribute to their full potential. To do this, OPC provides the full range of people management services to all CDU managers and staff and proactively develops the external relationships with the community of potential applicants, regulatory bodies and service providers. OPC helps advance key people strategies including attraction and retention, reward and recognition and wellbeing. It offers HR services in partnership with managers and staff including training and leadership development, recruitment, business analytics, payroll, emergency management, safety, wellbeing and employee relations.

The Role
The Payroll Manager is responsible for the day-to-day delivery of a full range of remunerations and benefits services to the University. These services include consultation and advice on areas such as payroll process, tax, superannuation, HRIS database administration, entitlement management, leave input, salary and benefits administration.

The Payroll Manager is primarily responsible for managing the University pay run, compliance reporting and effective and efficient management of the Payroll team.

Key Accountabilities
The following examples of accountabilities are not exhaustive and may include others as directed from time-to-time.
Management
- Lead and manage a team of Payroll Consultants to ensure a cohesive, quality, customer focused service is provided and proactively identify and address cross functional training and development needs within the Office of People and Capability (OPC) Group.
- Ensure that Payroll Consultants provide appropriate advice and assistance to clients with regard to payroll policies, procedures, guidelines and processes, and maintain compliance and reporting requirements in line with relevant legislation (including the Enterprise Agreement, Superannuation, Taxation) and other instruments.
- Commitment to Equal Employment Opportunities (EEO) and Workplace Health and Safety (WHS).

Business Administration
- Develop, review and implement Payroll processes to ensure best practice in Payroll service delivery that meet client need and expectation as well as compliance with legislation such as end of year Payment Summary production.
- Ensure that the HRIS Ascender (previously Alesco), data is updated and maintained in order to provide accurate management and reporting information to both internal users and external stakeholders and clients.
- Manage, monitor and contribute to audit requirements both internal and external.

Liaison and Communication
- Liaise and engage with the wider OPC team and other stakeholders where appropriate on matters related to the payment of workers compensation, superannuation, taxation and other sensitive matters.

Knowledge and proficiency
- Responsible for the accurate and timely end of pay cycle processing, balancing, disbursement and end of period reconciliation of the University’s payroll, including the transfer of payroll file to ledgers, the payment of Group and Payroll Tax and the authorisation of fortnightly payments to institutions.
- Undertake high level system administration on the Ascender (previously Alesco) Human Resources Information System (HRIS) to ensure correct input of data and best practice in relation to the management of Payroll issues. This includes the participation in the development and review of system design changes to improve Payroll processing and implementation of system upgrades.
- Deal with confidential and complex personnel issues and processing including redundancy/retirement and other Payroll processes in a timely and efficient manner.
- Demonstrate a commitment to personal and professional development and currency that includes keeping up to date on issues that are relevant to the Higher Education and Vocational Education and Training sector as well as those the affect the Human Resources profession (Taxation and Superannuation) in order to support Payroll Coordinators and improve client outcomes via contemporary process and practice.
- The ability to quickly acquire knowledge of systems and process used within the Payroll environment and interactive processes (including Payroll interface with Oracle)

Key Selection Competencies
1. Relevant tertiary level qualifications in Human Resources or Finance and/or extensive experience and management expertise, education or training.
2. Experience in the use of an HRIS to manage the employment related benefits and payments to employees, including access, input, audit and compliance checking of data.
3. Demonstrated ability to quickly acquire knowledge of relevant industrial awards and agreements, human resource policies, procedures, and processes in a multi sector educational institute.
4. Demonstrated commitment to providing a high quality customer service to a large and diverse customer group and ability to provide sensitive and confidential payroll and system related advice.
5. Well developed interpersonal, verbal and written communication skills with the ability to prioritise tight and often conflicting deadlines effectively to achieve outcomes.

6. Demonstrated experience working in and effectively leading and managing a small team in an environment of continuous improvement and change.

Desirable Selection Competencies
1. Experience in working in a University environment.
2. Experience working with the Ascender payroll system (previously Alesco)

Closing date: 29 March 2016

Contact Details
For further information about the position contact Kellie Hutchins, Deputy Director, Client Services, on (08) 8946 7661 or e-mail Kellie.Hutchins@cdu.edu.au.

Candidates are encouraged to discuss the position with the contact person before submitting an application.

Submitting an Application
E-recruitment is the method by which Charles Darwin University manages its recruitment process. Applications should be lodged online at Jobs@CDU at url: http://www.cdu.edu.au/ohrs/jobsatcdu.html. For details of the online application process, please refer to Jobs@CDU - How to Apply available at url: http://www.cdu.edu.au/ohrs/jobsatcdu.html.

Please do not forward applications to the contact person.

For further assistance in submitting your application please email: recruitment@cdu.edu.au.

ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE ARE STRONGLY ENCOURAGED TO APPLY

The University reserves the right not to proceed in making an appointment or to appoint by invitation. The University is an Equal Opportunity Employer and maintains a smoke-free environment.