



Position Description

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| Position Title | Human Resource and Payroll Officer Maternity Backfill Position |
| Directorate | Corporate Services |
| Reports to | Human Resource Manager |
| Date of Job Description | 13/01/2025 |
| Conditions | Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012 |
| Employment Status | Full-Time Fixed Term Contract |
| Salary | This position is classified as Band 2 – Admin Officer, with a salary range of \$62,783 - \$83,970, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata |
| Hours of Work | This is a full time position. Work outside normal office hours may be required. |

Position Objectives

The Human Resource and Payroll Officer position works across Corporate Services Directorate to provide payroll to staff and management and is responsible for providing support to the Human Resource Manager. You will provide administration support across the Human Resource spectrum including staff files, quality assurance internal audits, training, policies and procedures, HR manual, monthly, quarterly and yearly reports and some aspects of the onboarding process as directed by the Human Resource Manager.

This position is also responsible for the provision of effective and efficient payroll processing and systems administration.

This position requires a high level of initiative in managing workload, responding to requests and adapting to a changing environment.

| Key Responsibilities & Duties | Performance Expectations |
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| Human Resource. | <p>Maintaining staff electronic files.</p> <p>Review and audit all staff files every year on the 1st July ensuring that all required documents are collected and are maintained.</p> <p>To maintain the LMS's (ELMO) module (Induction process), and training and qualification records.</p> <p>Ensuring all staff probity checks are up to date and maintained in the system and police checks are filed in a secure location.</p> <p>Maintaining the Probity Check, DFFH, NDIS and Drivers Licence database and update in ELMO with the new expiry dates.</p> <ul style="list-style-type: none"> • Check expiry dates and send email reminders weekly. • Move terminated employees weekly. • If required follow up on outstanding data. <p>Review and complete audit of Working with Children Checks Vic and NSW every year on the 1st February ensuring they are current by checking them on the WWCC website.</p> <p>To complete internal program audits in a timely manner when requested from the Quality Assurance Team.</p> <p>To review and update HR policies and procedures for the HR Manager to review for approval.</p> <p>To develop and maintain the HR Manual.</p> <p>To provide Managers and Line Managers reminder emails 4 weeks prior to when employees Performance Reviews are due.</p> <p>Follow up with Managers and Line Managers when Performance Reviews are overdue and report back to Human Resource Manager each month.</p> <p>To complete the WEGA report each year by the due date.</p> <p>To complete HEC's for staff every year after the payrise has been confirmed.</p> <p>To complete and submit the PLSL every quarter.</p> <p>To provide the Human Resource Manager with reports at the end of each month:</p> <ul style="list-style-type: none"> • End of Contract • Staff Turner Over • Leave Entitlements • EFT <p>Human Resource mailbox:</p> |

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| | <ul style="list-style-type: none"> • Mailbox to be checked throughout the day. • Respond to emails in a timely manner (within 2 days). • When emails have been followed up and attachments filed eg: staff files, emails can be deleted. <p>Respond to queries from staff and Managers across the agency in a timely manner.</p> <p>To be instrumental in identify and implementing system upgrades when required.</p> <p>Ensuring security, confidentiality and integrity of personnel information is maintained at all times.</p> <p>Act in a professional and courteous manner at all times.</p> <p>To provide support to the Human Resource Manager when required.</p> |
| <p>To be responsible for the accurate and timely entry of payroll data and for ensuring the payroll is processed on time.</p> | <p>Payroll data is entered in accurately into ELMO. Termination payments are calculated and correct.</p> <p>Payroll processed by the PPE date every fortnight.</p> <p>Payroll reports completed.</p> <p>Payments made electronically to the bank for staff wages, bpay, PAYG, Superannuation and Meal Cards.</p> <p>Filing to be up to date at all times.</p> |
| <p>Financial Year End.</p> | <p>Enter all Reportable Fringe Benefits into ELMO. Run report to ensure the FBT figures balance.</p> <p>Ensure timely completion of Financial Year End Guide issued by ELMO.</p> <p>Ensure STP upload to ATO processed within required timeframes and correspondence emailed to existing and former employees.</p> <p>Achieve records for the financial year and open next financial year.</p> |
| <p>To assist with the Auditing process, both internal and external to the Agency.</p> | <p>Provide input into the programs audit processes and quality improvement systems with follow up administrative update needs.</p> |
| <p>Team and Program Development.</p> | <p>Actively contribute to the development of an effective, cohesive and supportive team under the direction of the Human Resource Manager and to participate in the regular review of policy, procedures and processes to</p> |

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| | <p>ensure the efficient and effective operation of Human Resources.</p> <p>Identify and participate in regular training and development opportunities designed to optimise both individual and team learning.</p> |
| To maintain confidentiality and exercise discretion. | Professional behaviours demonstrated, courteous responses to staff enquiries and follow up. |
| To securely maintain and update records and office documentation as required. | In line with the program manuals for the directorate, confidential maintenance of files as per procedures. |
| To participate in supervision. | As per Mallee Family Care Supervision Policy. |
| To be compliant with MFC E Learning courses. | Completing compulsory allocated courses each quarter. |
| To undertake other duties as may reasonably be required. | Undertaking other duties required by your Line Manager. |

Qualifications and Experience:

- Certificate 3 in Business Administration / Human Resources or relevant experience in Payroll, Human Resource, Policies and Procedures and data entry essential.
- Attention to detail with a high level of analytic skills.
- A current driver's licence.

Key Selection Criteria:

Applicants are invited to submit their application addressing the following selection criteria:

- Competence and experience in the use of payroll software packages.
- Demonstrated working knowledge of HR principles and practices including recruitment and selection, equal opportunity and award interpretation.
- Experience with maintaining a Human Resource system/database.
- Sound knowledge in all aspects of payroll administration and a working knowledge of legislative requirements and practices in relation to payroll matters.
- Highly effective time management skills including the ability to plan, organise, multi task and work under pressure in a high volume work environment.
- Demonstrated ability to work accurately under pressure and meet deadlines.
- Ability to communicate with people with complex needs and from diverse backgrounds.
- Demonstrated ability to work as part of a team as well as independently.
- Ability to work in a confidential and professional manner.
- Well-developed verbal and written skills.

Organisation Structure and Values

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Executive Director People, Culture and Performance, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

Mallee Family Care is committed to building an organisation that reflects the diversity of the communities we support.

As an Equal Opportunity employer, we invite applications from people of all walks of life. Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse (CALD), LGBTQIA+, and people living with a disability are encouraged to apply for our roles.

As a Child Safe Organisation, we undertake a range of pre-employment screening checks to ensure all candidates are suitable to work for Mallee Family Care. This includes reference checks from your current or most recent employer and probity checks (National Police Check, Working with Children Check Vic & NSW and NDIS Worker Clearance).

We go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

By submitting this job application, you acknowledge and accept Mallee Family Care's policies related to pre-employment screening checks and understand appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after 6 months of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment