

Position Description

Position Title:	Payroll Officer
Reports to:	Payroll Team Leader
Department:	Payroll Services
Directorate:	Chief Finance Officer, Chief Procurement Officer & Executive Director Information & Technology
Cost centre:	R2452
Code & classification:	Grade 2 (HS2)
Employment conditions:	Victorian Public Health Sector (Health and Allied Services and Managers & Administrative Officers) Single Interest Enterprise Agreement 2016- 2020 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Payroll Officer reports directly to the Payroll Manager within the Payroll Services team. The Payroll Team manages the delivery of an effective and efficient payroll function to both GV Health and its outsourced payrolls. The Payroll Officer is responsible for promoting GVH as a quality health service provider. |

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Handle complex payroll and award interpretation enquires
- Maintain up to date knowledge of applicable awards and EBA's, salary rates
- Preparation of ABS (Australian Bureau of Statistics) reports as required
- Preparation of Reports as directed
- Ensure that coding of timesheets, payroll allowances and deductions and employee data is processed and maintained efficiently and accurately
- Ensure accuracy of payroll via audits and exception reports
- Data entry of timesheets
- Preparation of pays for GV Health and its other outsourced payrolls
- Prepare and process offline payments and ensure that the advanced account is reconciled
- Liaise with Department Managers, Executive and outside stakeholders in a professional and efficient manner
- Ensure payroll enquiries are managed in a timely and efficient manner
- Calculation of back- payments and terminations
- Undertake a process review of payroll procedures and processes as directed by the Payroll Manager

- Prepare correspondence and liaise with Commonwealth departments in relation to enquiries regarding wages
- Function semi-autonomously and prioritise workloads to meet payroll deadlines
- Regularly rotate duties to ensure a working knowledge of all payroll functions
- Assist in orientating and training new employees in the Pay Office
- Filing of all relevant documents
- Culling of terminated employees
- Preparation of documentation as requested |

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

Experience in computerised payroll preparation and processing preferably in PayGlobal , RosterOn and Optima
Possess a working knowledge of relevant awards, certified agreements, regulations and Acts
Proficiency with computer systems and advanced working knowledge of MS Office
Exceptional data entry and numeracy skills
Strong communication (written and verbal) and interpersonal skills
Time management skills and the ability to use initiative to plan and prioritise work
Demonstrate ability to take initiative |

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process Ensure all operational tasks and administrative and clerical processes are performed accurately and in a timely manner
- Provide support to colleagues and key stakeholders to ensure that the Payroll unit operates efficiently and effectively Ensure all queries are responded to within agreed timelines
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
- Carry out duties as per the relevant duty routines.
- Attendance and active participation at meetings as required |

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
 - Maintain a safe working environment for yourself, your colleagues and members of the public;
 - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
 - Contribute to organisational quality and safety initiatives;
 - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
 - Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
 - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
 - Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
 - Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
 - Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Department of Health Victoria;
 - Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.
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ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Directorate	Position Title
Reviewed by:	Line manager
Issue Date:	Date

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)