



## POSITION DESCRIPTION

<b>Position:</b>	ESS Payroll Officer	<b>Location:</b>	CEO
<b>Reports to:</b>	Employee Support Services Manager	<b>Date:</b>	March 2019
<b>Classification:</b>	SO Level 4	<b>Status:</b>	Part-Time
<b>Employee Name:</b>			

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### Purpose of Position

To contribute to the mission of Rockhampton Catholic Education through the delivery of administrative support to Employee Support Services.

### Key Characteristics:

**Skills:** Demonstrate tolerance, maturity, patience and a capacity for self organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy  
Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education  
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality  
Apply knowledge with depth in some areas & a broad range of skills  
Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints  
There is a wide variety of roles and tasks in a variety of contexts  
There is complexity in the ranges and choice of actions required  
Competencies are normally used within a variety of routines, methods and procedures

**Supervision:** Work will be carried out under general supervision and may be checked in relation to overall progress  
Progress and outcomes sought are under general guidance  
May involve a level of autonomy when working in teams

### Supervision of Others:

The work of others may be supervised  
Responsibility for the work and organisation of others in limited areas  
Teams may be guided or facilitated  
Training of subordinate staff may be required

**Qualifications:** Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required

### Typical Duties:

Typical duties performed include, but are not limited to:

- Practice confidentiality in relation to all aspects of the role
- Provide administrative support where discretion and judgement are required, including: organising appointments; initiating and handling correspondence (which

may include confidential correspondence); monitoring telephone calls; and establishing and/or maintaining working filing systems

- Apply knowledge of advanced functions of computer software packages and to manage data ie modify fields of information, develop new databases or spreadsheet models, or graph previously prepared spreadsheets
- Provide advice requiring knowledge of policies and/or interpretation of awards and conditions of employment within the Personnel function

**Specific Duties:**

- Work co-operatively with the ESS Manager and staff ensuring that all employment information is processed in line with stated objectives
- Under general supervision process staff leave applications as directed
- Complete teacher classifications within a variety of routines, methods and procedures
- Complete employee terminations including calculations of employees final entitlements
- Prepare payroll information for mailing to schools on a fortnightly basis, including folding and sorting payslips
- Printing of standard payroll reports for distribution to schools
- Provide Statements of Service on request including the completion of service history and associated correspondence
- Under general supervision maintain and update payroll records both manual and within CHRIS (Computerised Human Resource Information System)
  - Employee deductions
  - Employee allowances
  - Bank account changes
  - Superannuation changes
  - Hours and costing changes
  - Roster changes
- Prepare and process payroll data from timesheets for all schools on a fortnightly basis
- Entering of employee leave applications within routines methods and procedures
- Within a variety of routines, methods and procedures complete document management using the TRIM system
- Ensure effective communication with Principals, school staff and Catholic Education Office personnel on payroll issues
- Utilise basic report writing skills to generate standard reports from the CHRIS computerised payroll system
- Develop a working knowledge of awards and conditions of employment for all staff
- Other duties as designated by the ESS Manager

***I acknowledge that I have sighted and been provided a copy of this Position Description.***

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**NAME**

**Signature**

**Date**