

## Position Description



<b>Position Title:</b>	Human Resources / Payroll Officer
<b>Date:</b>	December 2023
<b>Department:</b>	Corporate Services
<b>Supervisor:</b>	Corporate Services Team Leader
<b>Remuneration:</b>	Level 4
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Agreement:</b>	McKinlay Shire Council Certified Agreement
<b>Hours of Work:</b>	36.25 hour week, Monday - Friday. Additional hours as directed by Supervisor.

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### OBJECTIVE OF THE POSITION

The McKinlay Shire Council Human Resources and Payroll Officer will ensure that all personnel receive remuneration in a timely and efficient manner and provide support to the Director Corporate Services in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and Council policies. This role will contribute to the productive operation of the local government organisation and maintain and foster a team spirit amongst those in the working environment.

### ORGANISATION ENVIRONMENT

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek, Nelia, McKinlay and Kynuna.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are beef cattle grazing, tourism and mining ventures at Cannington and Eloise Mine.

#### Our vision

Community – A focus on the health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Councils leadership and management of the Shire and its assets.

**To do this, we will:**

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

**DUTIES AND RESPONSIBILITIES**

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans.

The key responsibilities of the position are:

- Assist the Director of Corporate Services to provide a high level of expertise in all aspects of Human Resource Management;
- To ensure confidentiality is maintained at all times;
- Provide high quality data entry services to ensure accurate and comprehensive records are produced and maintained in the payroll system, and human resources records management system;
- Processing of fortnightly pays in an accurate and timely manner ensuring compliance with Awards and Certified Agreement Provisions;
- Monitoring of WorkCover claims;
- Maintenance and review of employee entitlements including sick leave, annual leave, accrued day's off and long service leave records;
- Deal with employee payroll queries and requests as and when they arise;
- Respond to enquiries from Centrelink in relation to existing and past employees;
- Ensure that accurate position descriptions are in place;
- Process employee requests for outside training while complying with policies and procedures;
- Provide support in recruitment, selection, placement and induction activities in collaboration with Directors;
- Assist in the implementation and monitoring of human resource policies and procedures;
- Perform Staff Inductions;
- Assist the Director Corporate Services to administer and coordinate the performance management process;
- Production of standard HR documentation, keeping and administering detailed HR files (both electronic and paper) for all employees;
- Keep abreast of current and emerging human resource and industrial relations issues;
- Other duties as directed by the Director Corporate Services and the Corporate Services Team Leader.

## **PERFORMANCE INDICATORS**

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the Director Corporate & Community Services;
- Compliance with all Policies & Procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality and Reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Supervision Responsibilities:	Nil
Statutory Responsibilities:	To perform duties inline with Councils Code of Conduct and policies.
Expenditure:	Refer to Councils Procurement Policy
Liaison Responsibilities:	Community members Council staff with respect to duties allocated Guests of McKinlay Shire Council
Relieves:	Nil

## **WORKPLACE HEALTH & SAFETY**

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

## SELECTION CRITERIA

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### Skills/Requirements:

- Ability to exercise discretion at all times and, in particular, when dealing with confidential issues;
- Skills in managing time and organising own work;
- Effective verbal and listening communication skills;
- Effective written communication skills including the ability to prepare reports, policies and procedures;
- High level of computer skills, including the ability to develop and maintain spreadsheets.

### Qualifications or Relevant Experience:

- Hold a current 'C' class Queensland driver's license;
- Minimum education to Grade 12 or equivalent;
- Experience and/or qualifications in working in Local Government;
- Qualification and/or demonstrated experience in Payroll and Human Resources functions;
- Experience working within the boundaries and of policies and procedures.

### Knowledge:

- Knowledge of the Workplace, Health and Safety Act 2011 and Regulations;
- A working knowledge of, and experience in using Industrial Awards and Certified Agreements;
- Knowledge of Councils Policies and Procedures.