

POSITION DESCRIPTION



Position Title:	Payroll Coordinator
Award:	Hobart District Nursing Service Inc. Non-Nursing Agreement 2018
Reporting to:	Chief Financial Officer
Date Approved:	May 2020
Approved By:	Chief Executive Officer

ORGANISATIONAL PURPOSE

The Hobart District Nursing Services Incorporated (HDNS), founded in 1896, is an autonomous, non-government, not for profit organisation providing general and specialist nursing care, personal care and domestic support to the frail elderly, the younger disabled and their carers residing within the community. With a Primary Health Care focus, our service is structured to assist the individual to remain within their own home environment and reduce the occurrence of premature or inappropriate admission to long term residential care. As well as the provision of care to Home and Community Care (HACC) clients, TDN services the Veteran Community and a variety of brokerage clients. We are committed to the delivery of a collaborative, holistic quality service tailored toward the individual client's needs.

TDN is the second oldest nursing service in Australia and is a not for profit, non-government organisation.

OUR VISIONS AND VALUES

- To provide the right care to the right client at the right time, in a manner that is consultative, inclusive and timely to our clients, their families and carers.
- To maintain a primary health care focus in the delivery of all services

POSITION OBJECTIVES

The Payroll Coordinator is responsible for providing payroll, salary packaging and human resources services to employees and managers at The District Nurses. Primarily, this position is responsible for coordinating the payroll, human resource information system and salary packaging arrangements to ensure that all staff receive their entitlements accurately and on time, by making sure that appropriate policies, procedures and systems are in place.

The Payroll Coordinator provides timely and accurate advice, information and support to management and staff on a range of Human Resources Management related policies, procedures, systems and issues.

COMMON RESPONSIBILITIES

Payroll and Human Resources Information

- Ensure all payroll and human resource information transactions are processed accurately and efficiently, ensuring compliance with industrial agreements, awards and relevant legislative requirements
- Collect, calculate, and enter data in order to maintain and update payroll and human resource information
- Determine payroll liabilities and employee entitlements, including leave liability and workers compensation payments
- Administer and reconcile all EFT, superannuation, payroll and salary packaging deductions
- Develop and implement payroll controls and procedures within the payroll system to ensure accuracy of data and that continuous improvement occurs
- Provide authoritative advice to Managers on Enterprise Agreement provisions, TDN HR policies and procedures and other legislative requirements to ensure compliance and effective use of resources.
- Liaise with Managers and employees regarding payroll queries
- Plan payroll activities to meet fortnightly, monthly and periodic workloads and deadlines
- Create and maintain records in HR3 and other associated systems
- Prepare and provide regular statistical information (such as labour costs, leave reporting etc) for departmental program managers including analysis of information and recommendations for action.

Recruitment, Selection and Induction

- Assist with the development of position descriptions and job advertisements and coordinate their approval and placement.
- Process all job applications including tracking and ensuring that all applications received are acknowledged.
- Support Managers in the scheduling of employment interviews ensuring that interviewers / applicants are advised and the interview room is booked.
- Organise medicals and police checks for successful applicants.
- Assist in preparing employment contracts ensuring compliance with Enterprise Agreements, TDN policies and procedures and other legislative requirements.
- Prepare and send out employment packs to new employees ensuring that all relevant paperwork is returned prior to the employment commencing.
- Collaborate with the Learning & Development Coordinator in regards to orientation and induction sessions for new starters

General Human Resources

- Administer staff files
- Maintain records of employee registrations, police and WWVP checks and develop and implement systems to ensure that employee evidence requirements are current at all times
- Administer the supply of uniforms to staff in conjunction with the Chief Financial Officer who will sign off on all Uniform Purchase Orders

KEY RESPONSIBILITIES

The Payroll Coordinator is required to operate with general direction and supervision and with reference to established protocols and procedures requiring initiative and the use of judgment, sensitivity and discretion.

The Payroll Coordinator is responsible for:

- Exercising initiative, judgment, sensitivity and discretion in undertaking all tasks;
- End to End Payroll Processing
- Coordination of a range of information including the preparation of highly confidential documents such as those related to matters involving staff;
- Shifting priorities and flexibility are a feature. Work is often undertaken in a strictly confidential environment.

KEY BEHAVIOUR REQUIREMENTS

All TDN employees must abide by the TDN *Code of Conduct*. In addition to this, employees will undertake their duties in a manner that supports the Organisation's mission and values through demonstrating:

- **Integrity:** Honesty, open and transparent, admit mistakes, maintain confidentiality, fairness, builds trust
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** understands roles, uses resources wisely, delivers on time, timely decision making, achieves goals, takes responsibility for performance
- **Respect:** Builds relationships, courteous, listens and understands, gives and receives, provides feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** supports creativity and innovation, proactive and solution focused, seeks out opportunities, embraces quality improvement, professionalism.

ORGANISATIONAL RELATIONSHIPS

Reports to: Chief Financial Officer

Key Internal Relationships: Chief Executive Officer, Executive, Managers, Employees

ESSENTIAL REQUIREMENTS

Evidence of the following must be provided prior to appoint to the position:

- National Police Conviction Check
- Working With Vulnerable People
- Pre-employment Medical
- Current drivers license

SELECTION CRITERIA

1. Demonstrated experience and/or tertiary qualifications supporting HR/Payroll functionality.
2. Demonstrated customer service approach to HR delivery.
3. Knowledge & understanding of payroll processes, including EA interpretation
4. Demonstrated ability to work as part of a team.

5. Knowledge of employment related trends, legislation, policies and procedures especially in a not-for-profit context.
6. Excellent time management skills and a demonstrated ability to work to a deadline.
7. Excellent networking and communication skills and understanding and application of practices of confidentiality, professionalism and discretion
8. Proficient and highly skilled in the use of Word and Excel
9. Experience in HR3 or similar payroll and HR software essential.

WORKING ENVIRONMENT

TDN is committed to providing the highest levels of healthcare and services, and values equity and diversity with a zero tolerance policy on discrimination. We also value initiative, flexibility, creativity, teamwork, our code of conduct, workplace health and safety, performance management and development and the capacity to make a difference.

TDN is a smoke free environment with smoking also prohibited in our vehicles.

PHYSICAL REQUIREMENTS OF THE POSITION

Applicants must successfully complete an Occupational Health Assessment prior to commencing employment at Thet District Nursing Services Incorporated. Employees have an obligation to report any deviation from the assessed results during the course of their employment. Inability to functionally perform the duties as stated in this position description may result in termination of employment.

The functional requirements of this position include:

Condition/Activity	constant	frequent	occasional	N/A
Manual handling – weights above 10kg			x	
Manual handling – weights below 10kg			x	
Manual handling frequency			X	
Repetitive manual work			X	
Working with arms above head				X
Lifting above shoulder height				X
Using hand tools – (powered)				X
Wearing hearing protection				X
Wearing eye protection			x	
Wearing gloves (personal protective)			X	
Working in wet/slippery conditions				X
Working with chemicals/solvent/detergents				X
Washing hands with soap			X	
Working in confined places				X
Performing clerical/administrative duties		x		
Working on a keyboard		x		
Driving fleet vehicles (manual and automatic)				X
Driving on suburban and rural roads, highways (sealed and unsealed roads)				X
Driving at night				X
Wearing polyester clothing				X
Exposure to animals				X
Exposure to environments whereby people have been smoking				x

DECLARATION

In signing this declaration I acknowledge that I, _____
Have been advised of the requirements and conditions of this appointment based on this Position Description.

Signed: _____ Date : _____
Employee

Signed: _____ Date: _____
(Director)