Position Description

Position Title	**Payroll Officer**
Position No	00072921
Delegation Level	006
Job Designation	Payroll Officer
Organisational Unit	Payroll Financial Control
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Payroll Team Leader

QUEENSLAND RAIL VALUES:

1 Queensland Rail - Be One, Proud and Focused
Treat each other with Respect - Be Open, Honest and Supportive
Enjoy what we do - Be Positive, Involved and Enthusiastic
Act Safely - Be Aware, Prepared and Accountable
Make a difference - Be Innovative, Adaptable and Resourceful

Position Purpose

To administer the provision of employee entitlements as arranged by the relevant Team Leader Payroll for the Lines of Business.

Position Responsibilities

1. Administer the payment of wages, salaries and travelling expenses, the payroll processing of new starts, transfers, salary reviews and progressions and the processing of cessations for employees as allocated.
2. Provide informed advice to Managers, Supervisors and employees on employee entitlements in accordance with Finance Policies and Certified Agreements.
3. Maintain accurate records on Queensland Rails's Payroll System and ensure the integrity of the database.
4. Ensure compliance with Payroll quality procedures in all aspects, including the maintenance of accurate records.
5. Maintain accurate administrative records in accordance with audit requirements.
6. Participate in the ongoing review of Payroll procedures and work practices established under the Quality Improvement Program.
7. Provide training and support to Time Administrators in the business to ensure the integrity and accuracy of data being input into the Payroll System.
8. Perform other duties as requested by the relevant Team Leader Payroll particularly in relation to the checking of pay, payroll anomaly reports and timesheet entry.

Additional Factors

The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;

- Observe all legal and safety obligations of the organisation;
- Attend further training;
- Work outside normal office hours as necessary.

What is the key selection criteria

1. Substantial knowledge of the application of Queensland Rail's Payroll entitlements in accordance with the provisions of Finance policies, Certified Agreements, Administrative Decisions and Legislative requirements.
2. Substantial level of skill in the use and application of Queensland Rail's Payroll System.
3. Substantial level of skill in the application of Payroll quality procedures and practices and the provision of customer service.
4. Substantial organisational skills.
5. Substantial interpersonal, oral and written communication skills.
6. Substantial level of skill in functioning effectively in a team environment.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Mandatory Qualifications (If not already held, I will gain these when in position)

40007588 All Aboard
40001627 Building Emergency Procedures

Enterprise Qualifications (If not already held, I will gain these when in position)

40009601 Code of Conduct Refresher
40006537 Rail Safety Awareness

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.