Position Description



Position Title	**Senior Payroll Officer**
Position No	00081055
Delegation Level	006
Job Designation	Officer
Organisational Unit	Payroll Deputy CFO
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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Payroll Team Leader

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Verification of business processes and other payroll related activities to ensure correct payroll master data, consistent payroll operations and the correct payment of employee entitlements. Initial point of contact for Payroll Officers for payroll process enquires and associated direction. Administer the provision of employee entitlements for a specified line of business.

Position Responsibilities

1. Conduct and lead verification of work practices in the Payroll Team, documenting feedback and findings and making recommendations for process improvement.
2. Monitor workflow Queues and workload to ensure required timeframes are met.
3. Coach Payroll Officers to ensure consistency across the team with process and practices of the role.
4. Provide advice on relevant policies, processes, tasks, and systems to Payroll Officers.
5. 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.
6. Provide informed advice to Managers, Supervisors and employees on employee entitlements in accordance with Finance Policies and Certified Agreements.
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.



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;

What is the key selection criteria
1. High level of skill in the verification of employee master data and associated payroll processes.
2. High level of attention to detail and time management skills.
3. Extensive knowledge of the application of Queensland Rail's Payroll entitlements in accordance with the provisions of Finance policies, Enterprise Agreements, Administrative Decisions and Legislative requirements.
4. Extensive level of skill in the use and application of Queensland Rail's Payroll and HR System.
5. Substantial skill in recognising and resolving issues associated with Payroll Officer tasks/enquiries and project tasks.
6. Substantial level of collaborative skills to positively influence outcomes.
7. Substantial interpersonal, written and oral communications and presentation skills.
8. Substantial coaching, analytical and problem-solving skills to guide Payroll Officers in completion of tasks.
9. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:
Not Applicable

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.