

<b>Position</b>	Payroll Officer – part-time 0.6 FTE
<b>Reports to</b>	Payroll Manager
<b>Direct reports</b>	nil
<b>Band classification</b>	Band 2, HSV Enterprise Agreement 2024
<b>Date approved</b>	17 June 2025

## 1. HealthShare Victoria

HealthShare Victoria is a Victorian public sector entity established on 1 January 2021 as an independent, commercially oriented public sector provider of supply chain services (surety, procurement and logistics) to Victoria's public health sector.

Our purpose is to partner with Victoria's public health services, suppliers and government to ensure the right products and services are delivered to the right place at the right time, supporting better value for our public health services and better outcomes for their patients.

We work with Victoria's public health services to understand their requirements. We meet these needs by establishing collective agreements (purchasing contracts) for medical consumables, pharmaceuticals and medical equipment, as well as non-medical products and services they need via large-scale tenders.

We also play a critical role in ensuring Victoria's public health services have access to goods and services that may be in higher demand or difficult to access, including personal protective equipment (PPE), medical consumables, ICU equipment and pharmaceuticals.

We administer several compliance-related functions, and work with health services to assist them in meeting their legislative, compliance and probity obligations.

As well as providing an end-to-end health supply chain for Victoria's public health services, we extend access to our collective agreements to health or related services assessed as 'eligible services'.

Building on a spirit of change and transformation, our work supports our health service customers to deliver safe, high quality and sustainable healthcare for all Victorians.

## 2. Position summary

Reporting to the Payroll Manager, the Payroll Officer assists to deliver payroll services to employees by ensuring efficient, timely and accurate payments to all employees, in accordance with statutory and legislative requirements. The Payroll Officer demonstrates a knowledge of policies and processes relevant to Payroll and completes assigned tasks related to the payroll cycle.

## 3. Specific duties and accountabilities

### Payroll Processing

- Supports the Payroll Manager to deliver end-to-end payroll processing for 300+ employees fortnightly (and ad hoc) using HR3 including PAYG, WorkCover and Superannuation payments, processing new starters, terminations and payroll adjustments, annual, long service and personal leave.
- Ensure accurate and timely payroll processing that adheres to legislation, awards, Enterprise Agreements and contractual agreements.
- Single Touch Payroll and reconciliations.
- ATO reporting and payments.
- Prepare journals for payroll transactions.
- Month-end processing and reconciliation for payroll accruals, tax and superannuation.
- Ensure payments to employees are made accurately and on time.

### Payroll Administration

- Acts as a reference point for Payroll processes and procedures
- Monitors the Payroll inbox and responds to employee queries regarding pay, superannuation, salary packaging, deductions, allowances, payroll tax and more.
- Works with the Payroll Manager to identify and understand changes in legislation, thresholds and rates that impact payroll.
- Supports the creation and maintenance of best practice documentation, workflows and processes.
- Resolves payroll enquiries effectively and efficiently and implement follow up procedures to minimise any payroll related errors.

- f. Administers employee profiles in the relevant system including onboarding new employees and off-boarding departing employees and liaise with People, Culture and Safety when necessary.
- g. Applies remuneration adjustments, Paid Parental Leave and position changes in HR3.
- h. Conducts regular payroll audits.

#### **Payroll Data, Systems and Continuous Improvement**

- a. Be a HRMS, Kronos and HR3 payroll champion, demonstrating in-depth understanding of the systems functions and capabilities including reporting engagement and ownership and supporting department managers where required to use the system to its fullest capability.
- b. As a system owner, be accountable for data integrity and ensure appropriate governance and audit of payrolls.
- c. Administer and manage HR3 user access and security ensuring available functionality is being utilised to its fullest.
- d. Implement continuous improvement from an employee experience perspective as well as developing and refining the payroll process to consider risk, penalties, efficiency and governance.
- e. Drive excellence and continuous improvement in HR/Payroll systems and processes, considering relevant benchmarked and peer group data.
- f. Drive and support payroll updates and improvements across HSV employee systems.
- g. Assist the People Culture and Safety and Finance Risk and Governance teams in the preparation of monthly reports, payroll reports and other workforce data as required.

#### **Health, safety and wellbeing (BeSafe)**

- a. Follows safety rules and takes responsibility for safety at a personal and team level to reduce risk to others
- b. Reports hazards, incidents and injuries and takes part in actions to eliminate hazards
- c. Shows a sense of urgency when safety issues arise
- d. Makes safety a part of the everyday by talking about ideas for improvement
- e. Attend BeSafe activities, forums and training to help create a robust safety culture at HSV

#### **HSV values**

Uphold the HSV values:



#### **Collaboration at HSV**

- a. Builds and maintains effective collaborative and consultative working relationships
- b. Listens and works as a supportive and cooperative team member, sharing information and acknowledging others' efforts
- c. Has challenging conversations as required within scope of role and personal accountabilities
- d. Steps in to help others where required

#### **HSV strategy, policies and procedures**

- a. Contribute to the delivery of HSV's strategic plan and roadmap initiatives.
- b. Comply with HSV policies and procedures and report breaches and/or risks to your people leader or another relevant stakeholder.

#### Other duties

- a. While the principal duties are detailed above, this position may be required to undertake other duties from time to time.

## 4. Qualifications and experience required

### Academic

- a. Certificate IV in Payroll Administration or a Diploma of Payroll Management (desired).

### Experience

- a. Experience supporting Payroll services in a large organisation.
- b. Detailed payroll system experience, preferably HR3.
- c. Experience in an environment of change.
- d. Demonstrable understanding of payroll issues and subsequent mitigation of risks.
- e. Proven application of legislative requirements and deliverables: PAYG, Payroll Tax, Superannuation.
- f. Strong understanding of all relevant legislations, ATO regulations, FBT & Superannuation legislation.
- g. Strong understanding of enterprise agreement interpretation.
- h. Demonstrated ability to devise and review systems for operational efficiency and control and document the end-to-end payroll services on offer.
- i. Ability to identify issues and areas for improvement through analysis.

### Personal

- a. Excellent interpersonal and communication skills, having previous experience building strong collaborative working relationships with internal team members, stakeholders and third-party vendors.
- b. Demonstrated ability to communicate effectively. Ability to work closely with other team members and to engage stakeholders, both internal and external.
- c. Ability to work within a high-volume transaction and diverse business environment.
- d. Excellent time management skills, flexibility, and an ability to work under general supervision.
- e. Excellent attention to detail with high quality data entry and typing skills.
- f. Self-motivated and proactive achiever able to meet deadlines.
- g. Task oriented with an ability to administer projects under direction.
- h. Able to uphold ethical standards and values, and to act with integrity.

## 5. HSV's Leadership Capability Framework

### Everyday leaders

Everyday leaders are motivated and passionate about HSV's work and committed to delivering their work efficiently and to a high standard. They take responsibility for getting the job done and seek opportunities to collaborate and to share or gain knowledge. They understand how their work fits into HSV's strategy and are committed to the organisational vision.

Priority leadership capabilities for everyday leaders:

- Problem solver – Demonstrates problem solving within scope of role. Develops useful, workable and practical solutions to address issues, shows initiative, gets things done and owns the results.
- Operates with integrity – Acts honestly, is professional and lives HSV values.
- Works collaboratively - A team player who values all contributions and works jointly with others (internally and externally) to deliver results.
- Health and safety - Sets expectations and takes responsibility for a physically and psychologically safe culture and work environment.

## 6. Locations for work

Primary:

- CBD Office: 11/50 Lonsdale Street, Melbourne VIC 3000

Secondary:

- Derrimut Distribution Centre: Foxley Court Derrimut, Victoria; and
- Dandenong Distribution Centre: Ordish Road Dandenong South, Victoria.

Some travel to HSV customer sites may a requirement of this position.  
As relevant the position may be required to work from home from time to time.