

Date	January 2025
Position Title	Payroll Officer
Division	People and Culture
Reports to	Payroll Lead

SECTION 1

Mission, Vision and Values

Mission: To deliver the highest quality healthcare experience for patients.

Vision: To be the preferred choice for patients, doctors, and staff and to be recognised for the provision of high-quality clinical care.

Values: Bethesda Health Care is committed to the following values:

- **Teamwork** – We create an environment of unity and togetherness.
- **Respect** – We recognise and acknowledge the uniqueness and value of every individual.
- **Integrity** – We demonstrate honesty and trust.
- **Compassion** – We work to express God's love through a caring expression of kindness, tolerance and tenderness.
- **Excellence** – We excel in all that we do so that we can promote the Mission of Bethesda Health Care.
- **Professionalism** – We have pride in the high level of care and service we offer.

Staff are expected to demonstrate these values in the way they work, live the positive behaviours described in the Bethesda Health Care Code of Conduct, and contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

Supports the Payroll Lead in ensuring accurate and timely payment to all employees. This role contributes to the maintenance of efficient, compliant payroll systems and processes, ensuring adherence to relevant legislation, awards, and internal policies while delivering a high standard of service.

SECTION 3

Key Working Relationships

Internal	External
Executive Manager, People and Culture	Superannuation Funds, including HESTA
Payroll Lead	Salary Packaging Provider
Human Resources	Payroll System Provider
Ward and Department Managers	Time and Attendance System Provider
Finance	
All Staff	

SECTION 4

Key Responsibilities

- Process end-to-end fortnightly payroll, including data uploads from the rostering system to the payroll system and reporting.
- Prepare and process fortnightly adjustments, including changes to employment conditions, terminations, leave cash-outs and payouts, employee deductions, allowances, and salary packaging in coordination with the external provider.
- Prepare and process end-of-month superannuation payments via QuickSuper.
- Respond to payroll-related queries from internal and external stakeholders, providing accurate and customer-focused support.
- Assist the Payroll Lead in maintaining payroll systems to ensure compliance with legislative requirements and accurate payroll processing.
- Support regular audits to verify the accuracy of payroll and rostering systems, ensuring correct payments and leave accruals, while contributing to maintaining payroll work instructions and identifying process improvements.
- Stay up to date with changes to payroll-related legislation and ensure ongoing compliance.
- Maintain accurate and up-to-date employee personnel files.
- Assist with People and Culture projects and initiatives and provide additional support to the Payroll Lead as required.

SECTION 5

Health, Safety and the Environment

- Lead by example in fostering a positive safety culture at Bethesda Health Care.
- Adhere to all Bethesda Health Care policies, procedures, and standard operating guidelines related to Work Health and Safety (WHS).
- Immediately report any incidents or hazards.
- Use all required safety measures, protective devices, and personal protective equipment.
- Complete all mandatory WHS training and education.
- Promote all staff well-being through respectful communication and interactions.
- Actively participate in WHS consultative processes.
- Uphold Bethesda Health Care's commitment to environmental stewardship by integrating sustainable practices into all duties.

SECTION 6

Governance Quality and Risk

- Read and abide by the safety and quality responsibilities relevant to your role as outlined in the Clinical Governance Policy/Framework.
- Abide by Bethesda Health Care's Code of Conduct, Work Health and Safety legislation, *Equal Opportunity Act*, and *Disability Services Act*.
- Promote a culture that supports safety and quality by engaging with clinical performance and safety processes at the unit level.
- Record initiatives and issues in our Clinical Governance System.
- Encourage and support clinicians to speak up for safety.
- Complete all mandatory training, engage in development reviews, and contribute to the growth and success of others.

SECTION 7 Partnering with the Consumer

Acknowledge and involve patients in their care, address clinical and non-clinical inquiries, provide appropriate assistance, and promote the use of formal feedback systems.

SECTION 8 Selection Criteria

Essential

- Minimum of 2 years' demonstrated experience in Payroll operations within a medium-sized, complex organisation with a strong service focus, preferably in a healthcare setting.
- Sound knowledge of Human Resources and Payroll legislation, including Fair Work, Superannuation, and Taxation requirements.
- Understanding of Modern Awards and Enterprise Agreements and their practical application in payroll processing.
- Strong attention to detail with the ability to use initiative, coupled with well-developed communication, organisational, and time management skills.
- Commitment to process improvement and an understanding of auditing principles and practices.
- Willingness to adapt to changes in the payroll environment through continuous learning and development.
- Dedication to providing high-quality, customer-focused service.

Desirable

- Experience using Access Micropay and Humanforce systems.
- Tertiary qualification in Payroll, Human Resources, or a related field.

SECTION 9 Acceptance of Position Description

Employee

Date