

*Supporting Everyone to be healthy and live well*

**PURPOSE OF THE ROLE**

The Payroll Administrator position will be responsible for assisting in the accurate processing of Employee Wages including superannuation, taxation and salary packaging for all Enterprise Agreement/contracted Employees. Reporting to internal and external stakeholders is an inherent responsibility of the role with an efficient and communicative strong customer focus delivery. Payroll is responsible for all Echuca Regional Health (ERH) Employees and other contracted Health Services in the region.

<b>Position Details</b>	
Position Title:	Payroll Administrator
Department	Payroll
Reports to:	Payroll Manager
Positions Reporting to this role:	N/A
FTE:	0.6 – 0.8 negotiable
Budget:	N/A
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers 2021-2025
Position Classification:	HS1-HS2 Dependent on skills and experience
Position Description last reviewed:	November 2025

<b>Key Accountabilities</b>
Provide payroll service to all internal and external stakeholders, ensuring all queries are actioned where necessary.
Accurate and timely fortnightly payroll processing ensuring data is maintained efficiently and accurately.
Processing leave evidence where applicable.
Assist and advise in regard to Enterprise Agreement interpretation related to entitlements, classification levels and other general enquiries.
Preparation of Payroll/HR reports and other reports as requested.
Ensure deadlines are met with payroll functions.
Participate in audit activities as required.
Assist in the implementation and evaluation of new & existing procedures.
Process employee contract changes.

<b>Organisational Responsibilities</b>
Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements

## PAYROLL ADMINISTRATOR

Carry out all work and interactions in alignment with the CARE values

Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position

Each employee has a responsibility to comply with and promote compliance with the National Safety & Quality Health Service Standards and other industry standards and relevant regulatory requirements

### CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

<b>Collaboration</b> 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

### Key Relationships

Internal	External
ERH Staff and Management	Federal and State Government Departments - ATO, DHHS, Centrelink, VPS, Wage Inspectorate, Fair Work, Child Support Agency
Workforce Systems and Analytics	Superannuation funds
	Salary packaging providers
	Other health services
	Other external agencies
	Auditors
	VHIA

PAYROLL ADMINISTRATOR

Selection Criteria
<b>Essential:</b>
Qualifications:
<ul style="list-style-type: none"> <li>• Payroll/Finance/Administration related qualifications or demonstrated experience.</li> <li>• MS Office (particularly Excel and Word), Adobe.</li> <li>• Accuracy and attention to detail with an organised, logical and methodical approach.</li> <li>• Excellent numeracy and literacy skills.</li> <li>• Strong communication skills, ability to use initiative and work collaboratively within a team and wider organisation.</li> <li>• Excellent time management skills.</li> <li>• Experience using computerised payroll software and time and attendance systems</li> <li>• Adherence to code of confidentiality regarding handling of highly sensitive confidential information</li> </ul>
Satisfactory evidence of; National police check and Vaccination status in accordance with health service employment guidelines.
<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Previous SAP Payroll/HRIS system and UKG Pro (Kronos) or other time and attendance system experience</li> <li>• Past experience working within the health sector</li> <li>• Past experience in interpreting and advising in regard to various enterprise awards and related legislation</li> </ul>

**TERMS & CONDITIONS OF EMPLOYMENT:**

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        / \_\_\_\_\_

Print Name: \_\_\_\_\_

cc: Employee File