



Applications are invited from suitably qualified and experienced persons for the following position.

## **PAYROLL AND HR ADMINISTRATION OFFICER**

This role works as part of the Human Resource Services team to provide efficient and effective payroll and HR administrative services to approximately 3000 staff in Catholic Education Schools in ACT and NSW.

The role has a dual focus: payroll processing and administrative support to HR processes including recruitment and workplace health and safety.

This is a full time temporary position available until October 2017. The terms and conditions will be as per the *School Employees (Archdiocese of Canberra and Goulburn Catholic Diocesan Schools) Collective Agreement 2008 – 2011*.

Applicants **must address the selection criteria** and list three referees, one of whom must be a current employer.

Please see the following documents below to assist with your application:

- Duty Statement
- Selection Criteria (to be addressed)
- Conditions of Employment

For further information, please contact David Onton on 6234 5431 or via email on [david.onton@cq.catholic.edu.au](mailto:david.onton@cq.catholic.edu.au)

Applications, should be sent via email to [recruitment@cq.catholic.edu.au](mailto:recruitment@cq.catholic.edu.au)

**Closing date: Friday 22 July 2016**



## Duty Statement

**POSITION TITLE:** Payroll Officer / HR Administrator (School Officer Level 5)

**RESPONSIBLE TO:** Human Resource Officer

**DATE:** June 2016

### ROLE PURPOSE

The position exists to support the implementation of the Archdiocesan Vision for Catholic Schools through efficient and effective payroll processing and human resource administration. Working in a team environment, you will prepare and process payroll and associated human resource transactions as well as provide administrative support to other human resource activities, especially recruitment and injury management.

### PRINCIPAL RESPONSIBILITIES

#### Payroll

- Entering new employees in Empower
- Processing variations as required for pay run
- Producing acquittal reports and emailing to schools fortnightly
- Assisting in checking of pay run for errors before pay is finalised
- Ensuring fortnightly payroll deductions and superannuation contributions are reconciled and emailed to appropriate companies
- Filing the pay changes and supporting documentations
- Processing manual pays as required
- Completing and submitting of Superannuation forms and liaising with Super funds
- Assisting the Senior Payroll Manager

#### HR Administration

- Advertising vacancies for Catholic Education
- Generating contracts for new employees
- Assisting employees and schools with the Casual Relief System
- Receiving notification of injuries from schools
- Process workers compensation claims
- Liaising with workers compensation insurer
- Assisting Human Resource Officers



## Selection Criteria

(to be addressed in your application)

### 1. **Knowledge**

- 1.1 Previous experience processing payroll using a Human Resources Information System. Knowledge of the Empower Human Resources Information System is desirable.
- 1.2 Proficient in the use of Microsoft Office software, in particular Outlook, Word and Excel. Knowledge of TRIM Electronic Document and Records Management System will be an advantage.
- 1.3 Knowledge and experience with key human resource functions including recruitment administration, management of casual employees, workplace health and safety or injury management.

### 2. **Achieves results**

- 2.1 Ability to process data with a high degree of accuracy.
- 2.2 Sound written and oral communication skills.
- 2.3 Sound organisational skills including the ability to manage documents, electronic filing, email and correspondence.
- 2.4 Ability to interpret awards, leave provisions and other employee entitlements.
- 2.5 Demonstrated ability to work under pressure and adapt to changing work priorities.

### 3. **Personal Qualities**

- 3.1 An understanding of and willingness to support the mission of the Catholic Church in education.
- 3.2 Effective member of a team who works collaboratively with others.
- 3.3 Customer service focused, displaying a positive and courteous manner when dealing with people.
- 3.4 Professional confidentiality.
- 3.5 Willingness to participate in professional and personal development opportunities.

### **PLEASE NOTE:**

Applications should consist of the following:

1. One page cover letter
2. Resume or CV of no more than 2 pages
3. A statement against the selection criteria of no more than 4 pages
4. The names and contact details of 3 referees (one of which must be your current employer).



## Conditions of Employment

1. This position is a temporary full time role and is available until October 2017. The first six months will be a probationary period.
2. The successful applicant will be employed under the terms and conditions of the *School Employee Collective Agreement 2008-2011* located on the CEO Website at [www.cg.catholic.edu.au](http://www.cg.catholic.edu.au).
3. The Salary for this position is \$67,279 plus superannuation.
4. Hours of work will be 38 hours per week to be worked between 8.30 am and 5.00 pm, Monday to Friday. On occasion, there may be a need for the staff member to work outside these times.
5. Staff Appraisal is conducted annually.
6. Annual leave is four (4) weeks per annum. This is normally taken during school vacation periods.
7. The appointment of the successful applicant will be subject to satisfactory employment screening for child related employment in accordance with CEO policy. Compliance with the Working With Vulnerable People Legislation in the ACT and the Working With Children Check Legislation in NSW is compulsory for this position.



## Employment Collection Notice

1. The Catholic Education Office (CEO) will generally collect personal information about an individual using forms completed by the individual, interviews and telephone calls.
2. In relation to personal information of an individual, the CEO's primary purpose of collection is to enable it to provide schooling for the student.
3. Some of the information we collect is to satisfy the CEO's legal obligations, particularly to enable the System to discharge its duty of care.
4. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws with which the CEO complies as relevant.
5. The CEO may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school or previous employers.
6. Health information about a person is classified as sensitive information within the terms of the Australian Privacy Principles under the Privacy Act.
7. The CEO, on occasion, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools; government departments or agencies such as the ACT and NSW educational and teaching Institutes, the Catholic Education Commission; the National Catholic Education Commission; the Archdiocese of Canberra and Goulburn and its parishes; other Dioceses or parishes, medical practitioners and people providing services to the schools.
8. The CEO has in place procedures to protect the personal information it holds from misuse, loss, unauthorized access, unauthorized modification or disclosure.
9. The CEO may utilise external providers to deliver certain services including 'cloud' data storage to the System and its staff and students. The CEO may store personal information in the 'cloud' which may mean that it resides on servers that are located outside Australia.
10. The CEO's Privacy Policy sets out how employees may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the CEO's duty of care to the staff or students, or where information is provided in confidence.
11. The CEO from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. Such information may also be disclosed to organisations that assist in the CEO's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasion information such as academic and sporting achievements, student activities and school-related news is published in School and Diocesan newsletters, magazines or other publications and on the School, Catholic Education Office or Diocesan websites. Photographs of employee and student activities such as academic or sporting events, school camps and excursions may be taken for publication in newsletters and magazines and on our intranet.
13. The CEO's Privacy Policy outlines how an individual may complain about an alleged breach of privacy and how the System will deal with such a complaint.

The Catholic Education Office Privacy Policy can be viewed at <http://www.cg.catholic.edu.au/>