

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Remuneration and Benefits Coordinator	Designation and Classification Level	RGRC Level 6
Position No	1021	Division	Corporate Services and Sustainability
Business Unit	Human Resources	Reports To	Human Resources Manager
Location	Katherine	Date Created	May 2020
2. POSITION CONTEXT			
Position Summary/ Purpose	The Remunerations and Benefits Coordinator will administrate and build fair and attractive remuneration and benefit packages that assist in improving employee attraction, satisfaction, retention, and a productive workplace. The role will administrate the payroll process, expenses, superannuation and taxation ensuring processes are completed with a high level of accuracy		
3. KEY RESPONSIBILITIES			
<p>Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> Entering and validating payroll data in MYOBA software. Updating employee data, such as new hires, terminations, and changes in salary or deductions. Maintaining accurate and up-to-date records of employee leave balances and entitlements. Coordinate with Centrelink to process maternity and parental leave. Process worker's compensation payments. Calculating and processing overtime, on-call allowance and shift allowances. Deducting and processing tax, superannuation, and other payments as required by law. Prepare and process fortnightly payroll and process irregular payment as required for all staff within the appropriate time using MYOBA software. Prepare and run payroll and benefits reports in MYOBA software as requested by senior management. Responding to payroll-related enquires from employees or management. Liaising with external stakeholders, such as government agencies, financial institutions, and superannuation funds. Ensuing compliance with relevant legislation and regulations relating to payroll. Maintain privacy and confidentiality of data in line with regulatory requirements. <p>Organisational Sustainability</p> <ul style="list-style-type: none"> Proactively work towards achieving goals as an active member of the HR team. Research and make recommendations on salaries and employee benefits ensuring compliance with current legislation, justifiable within the organisation, and attractive within the market/industry. Research, review and recommend remuneration and benefits plans with monetary and non-monetary benefits based on employee needs. Provide accurate specialist remuneration and benefits advice and assistance to both internal and external stakeholders. Liaise with stakeholders to provide analysis and insights to identify any payroll-related issues, variances and trends. <p>Quality and Continuous Improvement</p> <ul style="list-style-type: none"> Keeping up-to-date with changes to MYOBA software and new features that may be relevant to payroll processing. Troubleshooting issues with MYOBA software and liaising with MYOBA support if required. Evaluate and report on the effectiveness of employee benefits programs. Develop and maintain the remuneration and employee benefits policies and procedures. <p>Work Health and Safety (WHS)</p> <p>All Council staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> Undertake work in a manner that is not harmful to their health and safety or the health and safety of 			

others.

- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System.
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements.
- Attend and actively participate in WHS and other mandatory training.
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Minimum of 3 years' experience processing and managing a payroll function in a large sized organisation.
2. Qualifications in a relevant subject; HR management, Accounting, management studies or working toward completion.
3. Demonstrated knowledge of applicable legislation relevant to the role.
4. Hands on experience with implementing and maintaining MYOBA software.
5. Knowledge of and experience building remuneration packaging and benefits programs for all levels of employees in an organisation.
6. Experience in understanding job evaluation and job analysis.
7. Strong analytical and research skill.
8. Demonstrated report writing and presentation skill.
9. Attention to detail and strong organisational skill, able to adhere to deadlines.
10. Strong team work and customer service orientation.
11. Able to meet the inherent requirements of the position both physically and mentally.

DESIRABLE

1. Local government experience in a similar role
2. Diploma in payroll

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

TRAVEL REQUIREMENTS

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

5. ACKNOWLEDGEMENT

General Manager	Cindy Haddow	Date Approved: 27 April 2023	Signature: 
Employee Name		Date:	Signature: