



Position Title & Classification:	People and Culture & Payroll Administrator (Administration Officer Grade 1)
Department:	Corporate Services
Employment Status:	Permanent Part Time (0.4FTE)
Enterprise Agreement:	Palliative Care South East Health Professionals and Support Services Enterprise Agreement 2019
Position Reporting to:	Manager People Culture and Capability

Palliative Care South East (PCSE) provides specialist health care for people living at home with a life-limiting illness.

Our vision is to bring people and services together to create a sustainable network that increases access to high quality care for those approaching end of life.

PCSE Mission

We provide comprehensive, collaborative, integrated care and specialist support.

PCSE Values

Our Values – Responsiveness, Empowerment, Collaboration and Kindness – stem from a set of principles and beliefs with their foundations in our community and the broader palliative care movement.

Certain behaviours flow from our commitment to these values and together they enhance our workplace culture and inform our expectations of new employees.

Position Statement

The People and Culture and Payroll Administrator provides HR administrative support to the People Culture and Capability Manager across a range of Human Resources initiatives. In addition, the role will partner to support the payroll function and be the first point of contact for fortnightly processing of approximately 70 employees.

Working within a busy and fast paced environment, the role will function effectively as both an individual and a member of a team. The incumbent possesses excellent communication skills with a high attention to detail and has the capability to manage competing priorities.

Key Selection Criteria

Qualifications

<i>Essential</i>	<ul style="list-style-type: none"> Tertiary qualifications in Human Resources, Administration or related field or working towards Satisfactory Police Check and evidence of the right to work in Australia
<i>Desirable</i>	<ul style="list-style-type: none"> A current, Full Drivers' licence for the State of Victoria

Skills, Knowledge and Experience

<i>Essential</i>	<ul style="list-style-type: none"> 1-2 years experience in payroll administration 1-2 years experience in HR Administration Excellent communication, customer service and people skills to manage sensitive and confidential situations and information Expectational attention to detail Superior Microsoft Office skills
<i>Desirable</i>	<ul style="list-style-type: none"> Experience in the Health and or Not for Profit Sector

Accountabilities

<i>KPI</i>	<i>Key Accountabilities</i>
<i>General Administration</i>	<ul style="list-style-type: none"> Actively contribute to the administration team to undertake admin duties as and when required including back up to reception duties
<i>Payroll Administrator</i>	<ul style="list-style-type: none"> Working to support the preparation of the fortnightly payroll processing including adjustments for on-call, recall and public holidays Ensure oversight of roster process Assist with monitoring and application of enterprise agreement related increases to ensure they are applied appropriately Complete payroll variations and submit fortnightly where required Assist employee related payroll requests and queries and seek resolution from provider Maintain relationship as first point of contact for fortnightly processing
<i>Human Resource Support</i>	<ul style="list-style-type: none"> Provide HR support to the Manager People, Culture and Capability in achieving successful HR outcomes Assist in the recruitment onboarding and offboarding of talent as required Assist in preparation of monthly HR reporting Maintain training records to ensure compliance against mandatory training Maintain employee records in HR system Undertake ad hoc HR administrative duties

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All PCSE Staff

All PCSE staff
are expected
to:

- Demonstrate behaviours and attitudes consistent with the PCSE Mission, Values and Code of Conduct
- Demonstrate respect and courtesy in their interactions with others
- Comply with legitimate management directives at all times
- Adhere at all times to PCSE policies and procedures
- Comply at all times to the legal and professional obligations and requirements applicable to PCSE
- Actively participate in continuous improvement, risk management and quality assurance activities
- Maintain professional demeanour and appearance, and represent the organisation in a positive manner throughout the period of employment

I have read the above position description. I understand the accountabilities of the role and agree to comply with the requirements of this position.

Staff Member Signature: _____

Print Name: _____

Date: _____

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