

1. General Information

Position Title:	Group Payroll Manager
Division/Department:	Finance and Business Services
Position Reports to:	Group Financial Controller
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	n/a
Location:	Richmond (2 Days Working from Home)
Employment Status:	Full Time
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	10 in the Payroll Team (3 Direct Reports)
Key Relationships - internal and external	Internal – People and Culture, Operational Managers and Employees External – Salary Packaging Provider and Auditors

2. Overview of Epworth HealthCare

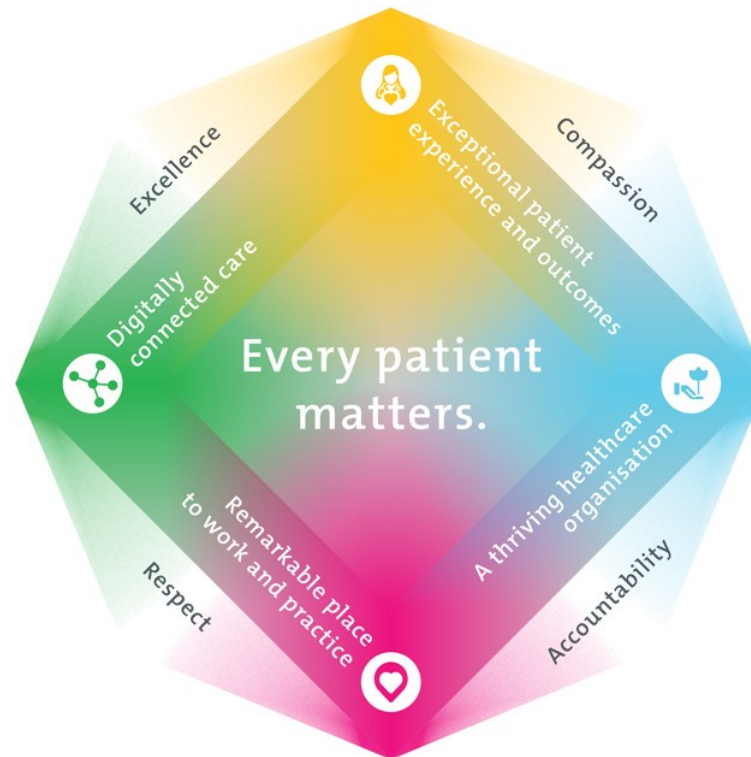
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

The role of Group Payroll Manager is to oversee the effective processing of each fortnightly payroll and to ensure Epworth's compliance with its Enterprise Agreements and legislative requirements, including PAYG withholding and superannuation. The Group Payroll Manager is responsible for ensuring a high level of service to employees, maintaining strong governance over payroll processes, accurate and timely processing of the fortnightly payroll and month-end reporting. The role is also responsible for the governance and maintenance of Epworth's time and attendance system (MyRoster).

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<ul style="list-style-type: none"> • Timely and accurate processing of the fortnightly payroll. • Ensuring adequate payroll processes are implemented and monitored • Compliance with Epworth's Enterprise Agreements • Governance / maintenance of Epworth's MyRoster time and attendance system. • Compliance of Epworth legislative requirements, including superannuation, PAYG withholding, workcover • Conduct regular audits and reviews to identify and rectify compliance issues. • Liasing with Epworth's Salary Packaging Provider and ensuring salary packaging deductions are accurate and complete. • Assist the Group Financial Controller with month end reporting, including annual leave and long service leave calculations. • Management of the Payroll Team. • Member of the Payroll Governance Committee. 	<ul style="list-style-type: none"> • Ensure the fortnightly payroll is completed on time and accurately • Full compliance with Enterprise Agreements and legislative requirements. • Provide accurate reports on a timely basis or as required • Month end reconciliations of ledger accounts completed monthly and on time. • Payroll service tickets are actioned within agreed timelines.
Customer Service <ul style="list-style-type: none"> • Development of working relationships with Hospital Management Teams and People & Culture Business Partners. • Identify and attend to employee needs and expectations as appropriate. • Deal with queries from staff and management. • Communicate any processing or legislative changes to management and to staff. • Liaise with any external providers of payroll related services to the hospital, for example, providers of salary packaging, superannuation funds and health fund benefits. 	<ul style="list-style-type: none"> • Meet with key stakeholders on a regular basis. • Resolve problems and issues to a satisfactory standard. • Satisfaction by staff and managers through surveys or feedback. • Maintain effective relationships with external providers.
Safety and Wellbeing <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace.</p> <ul style="list-style-type: none"> • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan 	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	Essential <ul style="list-style-type: none"> A bachelor's degree in finance, accounting or other business related discipline.
Previous Experience	Essential <ul style="list-style-type: none"> 10+ years experience in payroll processing. 5+ years in management of a payroll team. Experience working in an organisation with multiple Enterprise Agreements.
Required Knowledge & Skills	Essential <ul style="list-style-type: none"> Proven leadership and team management skills. Proficiency in payroll software and Microsoft Excel. Comprehensive knowledge of payroll regulations, including interpretation of Enterprise Agreements, superannuation laws and taxation requirements. Analytical mindset and problem-solving skills. Excellent communication and interpersonal skills. Attention to detail with a high degree of accuracy. Desirable <ul style="list-style-type: none"> Experience working with Chris21 payroll system Experience working with MyRoster time and attendance system
Personal Attributes & Values All employees are expected to consistently work in accordance with Epworth's values and behaviours <ul style="list-style-type: none"> Compassion Accountability Respect Excellence 	Essential <ul style="list-style-type: none"> Well developed organisational skills Team player Effective communication, leadership and interpersonal skills Fosters an environment of continuous learning Encourages all team members to develop to their full potential Innovative, proactive and creative attitude Ability to set priorities and work under pressure Consistently meet tight deadlines and timeframes

Position Description



Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
17 July 2024	17 July 2024	John Marshall, Group Financial Controller

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____