

Position Description



1. General Information

Position Title:	Senior Payroll Officer	
Division/Department:	Payroll Department / Finance / Corporate	
Position Reports to:	Payroll Team Leader & Group Payroll Manager	
Enterprise/Individual Agreement:	Epworth HealthCare Health and Allied Services Enterprise Agreement 2022	
Classification/Grade:	Payroll Officer (Advanced) (PRC09)	
Location:	Pelaco Building, Richmond	
Employment Status:	Full Time	
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:		
Key Relationships - internal and external	Operational Managers and employees	

2. Overview of Epworth HealthCare

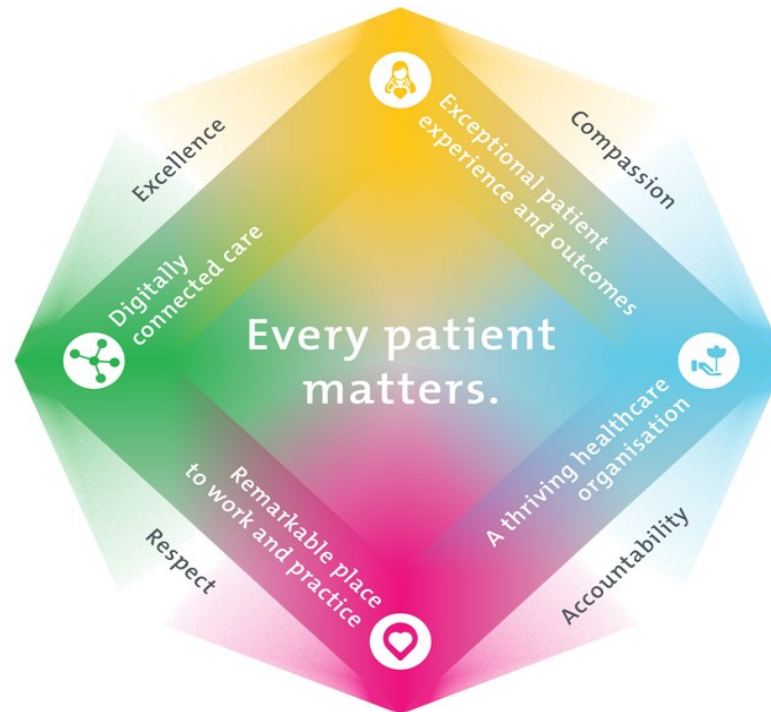
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our 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 the Senior Payroll Officer is to support the Payroll Team Leader and Group Payroll Manager and to oversee the effective processing of each fortnightly payroll and to provide direction, and support to Pay Office Staff to enable the provision of high level service, be responsible for and assist with the accurate and timely processing of the fortnightly payroll. They will need to attend to all associated staff queries and Management reporting including month end financials as required, monthly superannuation balancing and payments, ad-hoc daily and fortnightly payment of EFT.

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
Payroll Administration • Process manual timesheets where required • Run and review MyRoster audit/overtime reports • Liaise with Managers regarding MyRoster variances and issues Be involved in all or some of the following: • Run Leave pre-processing report • Run payroll calculating and fortnightly checking reports • Run payroll details and electronic fund transfer reports and reconcile • Transmission of payrolls • Update payrolls and reconcile, run payroll reports for distribution to Managers and finance dept. • Run leave update • Reconcile, then create and transmit salary packaging and meal entertainment deduction files for Epworth to Advantage Salary Packaging • Run and balance the monthly general ledger posting file for Finance dept. • Ensure other ad hoc reports completed and circulated as required for finance and management • Reconcile group tax, taxable salary and gross • Perform end of year procedures as outlined in Procedure Manual • Complete end of month superannuation balancing • Make payments to superannuation clearing house each month including preparation of file • Process Government reporting including Child Support and Paid Parental leave Workcover processing and calculation	• Ensure the fortnightly payroll is completed on time and accurately • Ensure Payroll KPI's are met each month • Ensure the accuracy of payroll processing • Provide accurate reports on a timely basis or as required Deadlines to be met regarding reporting to outside Agencies and Management

Customer Service Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers. Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees. • Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues	• Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner
Safety and Wellbeing Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan	• 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 Desirable
Previous Experience	Essential Previous Payroll experience working in a large employee, fast paced and multi EBA workforce Desirable Over 7 years experience
Required Knowledge & Skills	Essential - Experience in all aspects of Payroll administration with large payrolls (6500+ staff preferred) - Experience with computerised payroll systems, preferably CHRIS21 - Health Industry / Hospital experience preferred - Extensive understanding of EBAs and award interpretation, health industry preferable - Excellent computer / Excel skills Desirable - Chris 21 Payroll system and Time Target (time and attendance system) experience
Personal Attributes & Values All employees are expected to consistently work in accordance with Epworth's values and behaviours - Compassion - Accountability - Respect	Essential - 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

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• Excellence	Desirable •
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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
16/06/2022	08/07/2026	Andy Hayman – Group Payroll Manager

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: _____