



POSITION DESCRIPTION	
Part 1 – Expectations	Employee
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 250 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>



Expectation of Employees

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

Employee Responsibilities

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets
- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

Quality:

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

Safety & Wellbeing:

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.



EACH Child Safe Commitment Statement:

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

Key Selection Criteria

Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.
- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the



right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.

- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



Part 2 - Addendum Payroll Business Partner

This document explains the work of the Payroll Business Partner, and the outputs they will need to deliver

Position:	Payroll Business Partner
Directorate / Service / Program:	Operations Enablement
Industrial Instrument Name:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multi Enterprise Agreement 2018-2022
Instrument Classification:	Grade 3
Reports to:	HR Operations Manager
Effective Date:	April 2024

Key Deliverables

- Ensures a professional, accurate and compliant payroll service is provided to the business
- Works as part of a collaborative team where the focus is on HR providing the highest quality service to our customers
- Supports the wider HR team with payroll related queries and legislation
- Answers all queries pertaining to allocated payroll portfolio in a professional, accurate and timely manner, and actions as appropriate
- Assists in the continuous improvement of payroll processes and user guides and/or work instructions
- Completes all payroll related tasks/reports as required/directed accurately and in a timely manner.
- Assists in preparing data for the Workplace Gender Equity report ready for lodgement in conjunction with the Payroll Lead & HR Operations Manager annually.
- Contributes to the end of financial year processing in conjunction with the Payroll Lead & HR Operations Manager.
- Contributes to reporting requirements as needed
- Ensures data integrity in the system, by contributing to and conducting regular audits of the system/data.
- Contributes to processing changes to industrial requirements within the system
- Produces and maintains all payroll work instructions, ensuring collaboration with the payroll team and the broader EACH business, to ensure process are accurate and fit for purpose.
- Contributes to necessary tasks associated with the fortnightly pay cycle and associated activities in a timely, accurate manner.
- Contributes to processing wage increases in the payroll system as per relevant Industrial Agreements/Awards



- Contributes to providing appropriate data to support payroll audits as necessary (both internal and external)

Qualifications and skills

- Proficiency of payroll principles, practices, regulations and procedures.
- Understanding of payroll and time and attendance systems
- Strong systems navigation experience and extensive software skills
- Proficiency of basic accounts practices and procedures such as taxation and superannuation fundamentals
- Experience and knowledge interpreting various modern awards, collective agreements and the National Employment Standards
- Understanding of the EACH organisational needs and how the system supports the business
- High level of attention to detail
- Proven investigation skills and seeks out the root cause issue, and pro-actively produces recommendations to remedy the issue
- Able to develop highly effective working relationships by building credibility, respect and rapport with internal and external networks
- Emotional intelligence, personal resilience and tenacity
- Ability to utilise negotiation, conflict resolution and creative problem-solving techniques in service delivery
- Previous experience working within a large (national) complex organisation (highly desirable).
- Appreciation for and understanding of the Community Health / Not-For-Profit (Fit for Purpose) sector (highly desirable).

Mandatory Qualifications/ Competencies and/or Licences

- Completion of a Criminal History Check and Employee Working with Children Check (or state/territory equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.

Highly regarded Qualifications and/or Certifications

- Qualifications in Payroll or Business well regarded
- Membership of relevant community organisations, professional associations, or peak bodies
- Bachelor's degree in finance, accounting, economics, or a related field (highly regarded)

Physical Requirements:

- Able to sit at a computer for 6 – 8 hours per day
- Walk up and down stairs
- Ability to travel between EACH locations
- Repetitive arm and hand movements, for computer-based work.
- Limited/rare pushing, bending or lifting.