

POSITION DESCRIPTION

POSITION TITLE:	Senior HR and Payroll Lead Digital Transformation Project
DIVISION:	Customer and Strategy
DEPARTMENT:	Digital Transformation
CLASSIFICATION:	Band 8

POSITION OBJECTIVES:

The Senior HR and Payroll Lead will play a pivotal role in Hume City Council's Digital Transformation Project, guiding the successful deployment of the HR and Payroll (HRP) solution in partnership with KPMG and TechnologyOne.

This is a hands-on role combining strong functional knowledge with the ability to engage, guide, and influence staff across the organisation. It goes beyond documenting requirements and focuses on actively partnering with teams to help shape, test, and embed solutions that will genuinely work for Hume.

The key objectives of the position are:

- Provide confident leadership in solution design, ensuring Payroll and P&C requirements are both practical and future ready.
- Actively support and coach staff through design, testing, and adoption of new ways of working.
- Translate complex Payroll and HR requirements into clear, workable solutions.
- Influence stakeholders and secure buy in for changes that support Council to achieve the required strategic objectives.
- Ensure the HRP solution is not only successfully implemented and technically delivered but also adopted and embraced by people across the organisation.

KEY RESPONSIBILITIES AND DUTIES:

Solution and Stakeholder Leadership

- Represent the Payroll and P&C functions confidently in workshops and design forums.
- Act as a trusted advisor to the Chief People Officer and P&C leadership team, providing practical solutions and guidance on industry best practice.
- Influence decision making by balancing compliance, efficiency, and the real needs of the council.
- Secure endorsement from senior leaders on solution design and process changes at pace.

Data, Integration and Practical Adoption

- Collaborate across P&C, Finance, and IT to scope and validate data for migration.
- Ensure integrations are practical and aligned to day 1 operations.
- Help staff prepare and adapt their processes to work effectively with the new system.

Testing and Assurance

- Take a proactive role in functional testing, not just coordinating but hands on in validating outcomes.
- Develop realistic test cases and scenarios that reflect Hume's workforce and compliance environment.
- Lead User Acceptance Testing (UAT) in partnership with Payroll and HR staff, ensuring confidence in the system before go live period.

Training, Communication and Change Readiness

- Shape training materials to reflect real-world scenarios, not just system clicks.
- Deliver guidance and coaching that builds confidence in staff and managers.
- Actively support change by communicating benefits and addressing concerns.

Governance, Influence and Reporting

- Provide clear, people focused reporting on progress, risks, and potential impacts to staff and leaders.
- Escalate issues early with practical recommendations for resolution.
- Champion adoption by ensuring HR and Payroll processes within the HRP solution are practical, user friendly and are compliant with relevant legislation, Council policies and industry best practice.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Principal Data and Implementation Lead
Supervises:	HR & Payroll Specialist Digital Transformation Project
Internal Contacts:	People and Culture, Program Board, Transformation team and business unit in scope for Transformation
External Contacts:	TechnologyOne, KPMG

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	<p>We're better, every day</p> <p>We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.</p>
	<p>We're in it together</p> <p>At Hume, everyone matters. We welcome and include all. Respect and safety are expected.</p>
	<p>We show up</p> <p>We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.</p>
	<p>All for Hume</p> <p>We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.</p>

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WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT MEDICAL CHECK <ul style="list-style-type: none"> The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) The incumbent must undergo a Pre-Employment Audio Test 	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PSYCHOMETRIC ASSESSMENT The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values and Guiding Behaviours.
- Maintaining knowledge of and working within Council Policies and Procedures including WHS, EEO and Code of Conduct.
- Leading the representation of Payroll and HR requirements in the design, testing and delivery of the new HRP system.
- Actively engaging staff across P&C and Payroll to ensure requirements are clearly understood and workable in practice.
- Providing advice and coaching to staff and managers on payroll and HR best practice, ensuring compliance with legislation while keeping solutions practical and user friendly.
- Ensuring accuracy and timeliness of reporting on payroll/HR readiness, testing results, risks and impacts, with escalation of significant issues to the Program Team and senior leaders.
- Contributing to the development and refinement of policies, procedures, and training materials that will support staff in adopting the new system.

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JUDGEMENT AND DECISION MAKING

The incumbent is accountable for:

- Applying initiative and sound judgement to resolve Payroll and HR issues in the context of system design, testing, and business readiness.
- Providing clear and confident advice to management and staff, balancing legislative requirements with practical outcomes.
- Making recommendations on solution design, testing outcomes and adoption approaches, drawing on hands-on knowledge of payroll operations.
- Exercising judgement in managing conflicting perspectives, ensuring staff feel heard while guiding decisions that align with Council objectives.
- Navigating a complex environment where specialist guidance is not always available, requiring independent problem solving, including identification and analysis of an unspecified range of options.

SPECIALIST KNOWLEDGE AND SKILLS

The following knowledge and skills are required to be utilised:

- Strong functional knowledge of Payroll and HR processes, including industrial awards, EBAs, legislation, superannuation, taxation and compliance obligations.
- Hands on experience with HR/Payroll systems implementation (TechnologyOne HRP highly regarded).
- Skilled in translating complex Payroll and HR rules into practical processes and test scenarios.
- Proven expertise in building confidence with staff, advising on best practice and helping teams adapt to new systems.
- Skilled at designing and delivering training that reflects real world business processes, not just system functionality.
- Sound knowledge of data validation, testing methods, and payroll integrations (e.g. time & attendance, rostering, finance).
- Ability to use Office365 programs effectively for communication, reporting, and analysis.
- Sound knowledge of budgeting and accounting/financial procedures.

MANAGEMENT SKILLS

The following management skills are required to be utilised:

- Strong organisational skills to manage competing priorities across design, testing, training and stakeholder engagement, despite conflicting pressures.
- Ability to plan and coordinate activities to meet strict project deadlines.
- Capability to guide staff through change by providing direction, coaching and support.
- Skilled in consultation, negotiation and influencing to achieve workable Payroll/HR outcomes.
- Ability to manage complex issues and projects concurrently in a project environment.
- Capacity to work independently while contributing as an active and engaged member of a multi-disciplinary team.
- Demonstrated experience in policy and strategic planning.

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INTERPERSONAL SKILLS

The following interpersonal skills are required to be demonstrated:

- Strong confidence and ability to represent Payroll and HR needs in program forums.
- Excellent oral and written communication skills, with the ability to write reports in field of expertise, prepare external correspondence and simplify complex information for staff and leadership.
- Ability to build trust and credibility with staff by listening, supporting and guiding them through change.
- Strong influencing and negotiation skills, ensuring solutions are embraced and adopted.
- Ability to liaise and collaborate effectively with colleagues, senior leaders, delivery partners and external stakeholders.
- Demonstrated ability to lead, coach and mentor staff, building their confidence and capability in the new system.
- High levels of emotional intelligence to manage concerns and resistance constructively.

QUALIFICATIONS AND EXPERIENCE

The following qualifications and experience are required for the position:

- Degree or Diploma in Payroll, Finance, Human Resources, Business, Information Systems or a related discipline with relevant experience, plus post graduate qualifications, or lesser formal qualifications with extensive and diverse experience.
- Specialist experience in end to end payroll operations and HR processes in complex environments. Experience in Local Government or the Public sector would be considered advantageous.
- Demonstrated experience in the implementation of HR/Payroll systems, ideally TechnologyOne HRP.
- Strong track record of engaging with staff and stakeholders to shape practical, best-practice solutions.
- Proven experience testing, validating and embedding Payroll and HR solutions, balancing compliance with usability.
- Experience in understanding data migration, validation and Payroll/HR integrations (e.g. award interpreters, time & attendance).
- Current driver's licence.

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TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

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AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Degree or Diploma in Payroll, Finance, Human Resources, Business, Information Systems or a related discipline with relevant experience, plus post graduate qualifications, or lesser formal qualifications with extensive and diverse experience.
2. Specialist experience in end to end Payroll operations and HR processes in complex environments.
3. Leadership skills including the ability to provide guidance, advice, leadership, mentoring and support to staff on matters relating to the Digital Transformation Project.
4. Demonstrated knowledge and understanding of Awards and Industrial legislation applicable to Local Government.
5. Proven ability to organise, priorities and complete work within strict timelines, often in time of conflicting pressures.
6. A confident communicator, relationship builder and problem solver who is able to negotiate effectively, influence and provide sound critical advice to key stakeholders.
7. Strong systems skills in a widely used payroll system and the Microsoft packages.