

POSITION DESCRIPTION

POSITION TITLE:	HR and Payroll Specialist Digital Transformation Project
DIVISION:	Customer and Strategy
DEPARTMENT:	Digital Transformation
CLASSIFICATION:	Band 7

POSITION OBJECTIVES:

The HR and Payroll (HRP) Specialist will support the Senior HRP Lead as part of Hume City Council's Digital Transformation Project. This position will be required to contribute specialist knowledge to successfully deploy the HR & Payroll solution in partnership with KPMG and TechnologyOne.

This role is hands on, problem-solving in nature, and focused on translating HR and Payroll requirements into workable, compliant, and user friendly solutions. The position requires both technical proficiency and the ability to engage constructively with staff across the organisation.

The key objectives are:

- Provide practical, specialist advice towards HR and Payroll solution design that supports future-ready operations.
- Actively assist staff through design, testing, and adoption of new processes.
- Translate complex HR and Payroll requirements into clear, usable system functions.
- Collaborate with stakeholders to secure an understanding and acceptance of system and process changes.
- Ensure the HRP solution is functionally sound, compliant, and embedded in day to day practice.

KEY RESPONSIBILITIES AND DUTIES:

Specialist Solution Input and Stakeholder Support

- Represent the payroll and P&C functions in workshops and design forums, providing clear input into practical solutions.
- Provide specialist advice to the Chief People Officer and P&C leadership team, balancing compliance and operational efficiency.
- Contribute to decision-making by identifying options, analysing implications, and offering practical recommendations.
- Support senior leaders in developing and adopting processes aligned to Council objectives.

Data, Integration and Adoption

- Work collaboratively with P&C, Finance, and IT to scope and validate data for migration.
- Provide specialist advice on payroll/HR integrations (e.g. award interpreters, time & attendance).
- Assist staff to prepare and adjust processes to align with the new system.

Testing and Assurance

- Play an active role in functional testing, including preparation of test cases that reflect Council's workforce and compliance requirements.
- Support and coordinate User Acceptance Testing (UAT) with payroll and HR staff, ensuring confidence in the system.
- Report on test outcomes, identifying issues and proposing resolutions.

Training, Communication and Change Readiness

- Contribute to the development of training materials by ensuring they reflect realistic operational scenarios.
- Deliver guidance and coaching to staff and managers to build confidence in the new system.
- Support change activities by communicating benefits and addressing user concerns.

Governance, Reporting and Compliance

- Provide accurate, staff-focused reporting on progress, risks, and impacts.
- Escalate issues promptly with practical recommendations for resolution.
- Ensure payroll and HR processes within the HRP solution are compliant, practical, and understood.

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ORGANISATIONAL RELATIONSHIPS:

Reports to:	Senior HR and Payroll Lead Digital Transformation Project
Supervises:	N/A
Internal Contacts:	People and Culture, Program Board, Transformation team and business unit in scope for Transforamtion
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.



We're better, every day

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together

At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



We show up

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume

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.

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.
- Supporting the Senior HRP Lead Digital Transformation Project to lead the representation of payroll and HR requirements in the design, testing and delivery of the new HRP system.
- Actively assisting with 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.
- Collaborating with the Senior HRP Lead Digital Transformation Project in the development and refinement of policies, procedures, and training materials to will support staff in adopting the new system.
- Freedom to act is generally prescribed by a more senior position and can be subject to regulatory review.

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JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Applying initiative and 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 HR operations.
- Ensuring the Senior HRP Lead is aware of any conflicting perspectives on data migration that have been raised by staff, and providing support to guide decisions so they align with Council objectives.
- Knowing when to resolve issues independently and when to escalate for senior decision making.
- Navigating a complex environment where problem solving may involve identification and analysis of an unspecified range of options.
- Guidance is not always available within the organisation.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Specialist knowledge of HR and payroll processes, including industrial awards, EBAs, employment legislation, superannuation, taxation and compliance obligations.
- Hands on experience with HR/Payroll systems implementation (TechnologyOne HRP highly regarded).
- Ability to translate HR and payroll rules into practical processes and test scenarios.
- Proven skills in building confidence with staff, advising on best practice and helping teams adapt to new systems.
- Knowledge relevant to 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 and attendance, rostering, finance).
- Ability to use Office365 programs effectively for communication, reporting, and analysis.
- Knowledge and familiarity of principles and practices of budgeting, accounting and 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.
- Ability to plan and coordinate activities to meet strict project deadlines.
- Capability to support staff through change by providing direction and coaching.
- Skilled in consultation and influencing to achieve workable payroll/HR outcomes.
- Ability to manage complex issues and projects concurrently in a program environment.
- Capacity to work independently while contributing as an active and engaged member of a multi-disciplinary team.

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INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Confidence and presence to represent payroll and HR needs in program forums.
- Excellent oral and written communication skills, able to simplify complex information for staff and leadership.
- Ability to build trust and credibility with staff by listening, supporting and guiding them through change.
- Ability to liaise and collaborate effectively with colleagues, senior leaders, delivery partners and external stakeholders.
- Demonstrated ability to coach and mentor staff, building their confidence and capability in the new system.
- Skilled in 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 several years' relevant experience, or lesser formal qualifications with extensive experience.
- Experience in end to end payroll operations and HR processes within complex environments (local government or public sector desirable).
- Demonstrated experience in providing support and guidance for the implementation of HR/Payroll systems, preferably TechnologyOne HRP.
- Experience engaging with staff and stakeholders to shape practical solutions.
- Proven ability to test, validate, and embed payroll and HR solutions balancing compliance with usability.
- Understanding of data migration, validation, and payroll/HR integrations.
- 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/powerful	<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/slippery 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 several years' relevant experience, or lesser formal qualifications with extensive experience.
2. Demonstrated experience in HR and Payroll relevant to this position, including a sound understanding of strategic HRM processes, systems and techniques required in supporting the organisation's business objectives.
3. Proven interpersonal and communication skills, particularly in the provision of clear, concise, accurate, confidential and sensitive advice (both verbal and written) and support to senior management.
4. Ability to work well with others and as part of a team, under pressure despite competing and demanding timelines.
5. Demonstrated ability to manage and participate in projects relating to the development, implementation and review of major organisational HR policies, issues and uplift initiatives.
6. A demonstrated commitment to personal development and continuous improvement.