

# Employment Information Package



## Payroll Officer

**Position number:** POS0008

**Enquiries:**

\*Enquiries submitted between 21 December 2024 - 5 January 2025 will be answered from January 6, 2025

**Name:** Andrea Johnston

**Position:** Team Leader Payables

**Phone:** 03 6323 3187

**Email:** andrea.johnston@launceston.tas.gov.au

**Application closing date:** 3PM, TUESDAY 14 JANUARY, 2025



City of  
**LAUNCESTON**

Town Hall, 18-28 St John Street Launceston

T 03 6323 3000

E [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

[www.launceston.tas.gov.au](http://www.launceston.tas.gov.au)

# Contents

Introduction	3
City of Launceston Organisational Directory	4
Organisational Values	5
Information for Applicants	6
Recruitment Steps	7
General Conditions of Employment	8
Position Description	9



**Address all correspondence to:**

Manager People and Culture  
City of Launceston  
PO Box 396  
LAUNCESTON TAS 7250

**Email address:** [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





## Introduction

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents. Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

# City of Launceston organisational chart

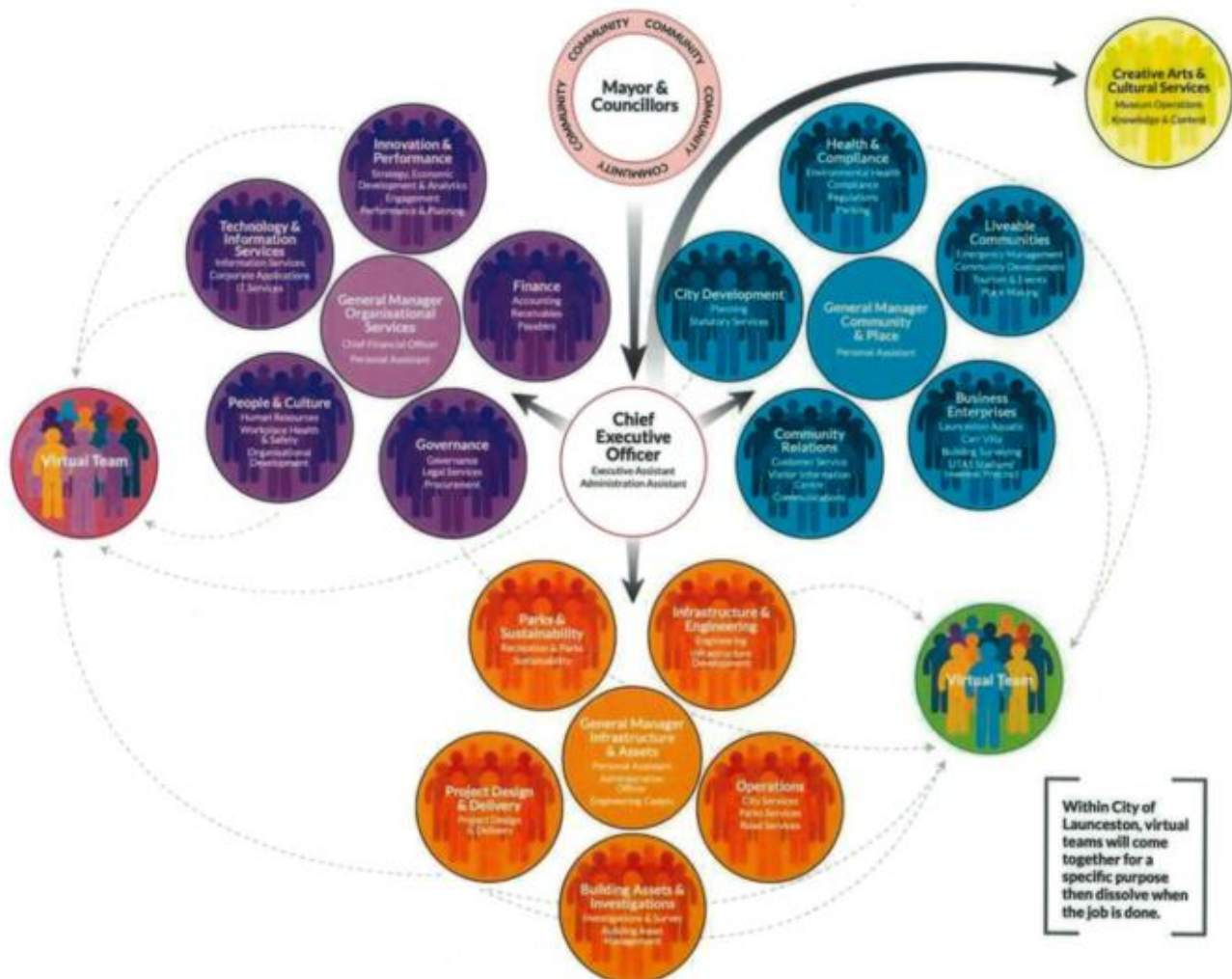
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

The Council employs around 570 employees across a range of responsibilities.



At City of Launceston we are an agile organisation, with teams being more empowered and self-managing





# Organisational values

**At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.**

Our aim is to attract and retain people who share our values and want be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



## OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



## WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



## WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



## WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

# Information for applicants

**City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.**

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Please read this information carefully, as it will help you with the preparation of your employment application.

**When applying for this position, you must provide the following documentation:**

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

**The online Application for Employment can be [accessed here](#)** (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

**If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au), noting your preferred method of communication and contact details and a member of the team will be in touch.**

# Recruitment steps

1. Application received
2. Shortlisting
  - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
  - Unsuccessful candidates will be advised by email.
3. Interview
4. Pre-Employment Checks:
  - Reference Check
  - Police Check
  - Medical Assessment
  - Drug and Alcohol screening

*All costs covered by City of Launceston*
5. Suitability determination and preferred candidate identified
6. Letter of Offer

## Employee benefits

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Aquatic.
- Discounts at the Museum Gift shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.

# General conditions of employment

Position title	Payroll Officer
Employment terms	Full Time
Working pattern	19 Day Month
Total remuneration	\$76,513 - \$83,497* <i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$66,389 - \$72,448
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)



# Position Description

## Position Description Form - Officer

PF NUMBER:	PF02603	POS NUMBER:	POS0008
------------	---------	-------------	---------

POSITION TITLE:	Payroll Officer
AWARD CLASSIFICATION:	Grade 3
EMPLOYEE:	Vacant
TEAM:	Finance
NETWORK:	Organisational Services
REPORTS TO:	Team Leader Payables
PREPARED BY:	Andrea Johnston
DATE:	December 2024

APPROVED BY:	
NAME:	Nathan Williams
POSITION:	Acting General Manager Organisational Services
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<ul style="list-style-type: none"><li>This position exists primarily to perform payroll duties. As a payroll officer, the incumbent will be required to maintain complete and accurate payroll records for employees' wages, to provide information required for worker's compensation and to assist in relation to salaried employees as required. This position will also need to offer clarity, advice or guidance to employees regarding interpretation of agreements or other legislation in relation to payroll.</li><li>Provide timely and accurate input of data in other accounting modules such as accounts payable subject to payroll duties being adequately completed.</li></ul>

City of Launceston is a values-based organisation, which means that we employ people who share and display our values



### **Our people matter**

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



### **We care about our community**

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



### **We bring an open mind**

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



### **We go home safe and well**

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit



Accountabilities	Activities/Tasks include:	Success looks like ...
<b>General</b>		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>	Demonstrates, through behaviour, an alignment to and an understanding of our values
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across networks. Support delivery of the Network's strategic and annual plan actions.  Work with horizontal teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback  Collaborative opportunities are sought across Networks
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and your network.	Improved work practices and projects.
<b>Technical</b>		
Payroll Processing	<ul style="list-style-type: none"> <li>• To maintain employee records to facilitate the preparation and payment of fortnightly wages on time.</li> <li>• To accurately cost the time paid to wages employees including training costs.</li> <li>• To liaise with Human Resources officers and assist with the maintenance of Workers Compensation and Accident Records and process claims.</li> <li>• Pay run processing on a rotating roster with other team members: includes payroll deduction processing and superannuation payments</li> </ul>	Accuracy of data input  Payroll processing is completed in a timely manner
Wage Subsidy Processing	<ul style="list-style-type: none"> <li>• Process quarterly wage subsidy claims for City of Launceston Apprentices through the ADMS system.</li> <li>• Update Wage Subsidy Processing spreadsheet on the N drive.</li> </ul>	Claims are processed accurately and methodically  Spreadsheet is updated and discrepancies are followed up.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<ul style="list-style-type: none"> <li>• Liaise with the Organisational Development Officer on the progress of claims and apprentice start/finish dates.</li> <li>• Communicate with the Accounts Receivable Team to ensure all claims are accurately received.</li> <li>• Train staff to process claims and update the procedure as required.</li> </ul>	<p>Positive working relationships are maintained with the Organisational Development and Accounts Receivable Teams.</p> <p>Staff training is delivered at a high standard. New staff are able to successfully process wage subsidy claims.</p> <p>Procedure in N drive is current and can clearly be followed.</p>
Other associated Payroll duties	<ul style="list-style-type: none"> <li>• To assist with the preparation of uploads to the ATO for single touch payroll including EOFY processing.</li> <li>• To prepare termination schedules as required for taxation and superannuation purposes.</li> <li>• To complete various surveys (A.B.S.) and returns.</li> <li>• To assist with reconciling superannuation contributions to the appropriate funds.</li> <li>• To maintain records of employee entitlements.</li> <li>• Monitor employee related practices within the organisation and inform management of any problems associated with legislative or policy compliance.</li> <li>• Respond to requests for payroll related information.</li> <li>• Liaise with supervisors on award practices and with the Paymaster on Award interpretation.</li> <li>• To participate in system development and improvement (inc H.R. software).</li> <li>• To reconcile attendance and leave records.</li> <li>• Prepare leave plans and balance estimates where requested.</li> <li>• Liaise with Human Resources officers in regard to system maintenance due to employee movements, higher duties, back pay, new starters and terminations or any other pay related matters.</li> <li>• Provide reports or statistics to the organisation as required.</li> </ul>	<p>Reports and uploads are produced in a timely manner</p> <p>Accuracy of data input</p> <p>Compliance with legislative and policy requirements</p> <p>Information is provided in a timely manner</p> <p>Adherence to EA</p> <p>System functionality</p> <p>Accuracy of records</p>
Payroll queries	Respond to payroll related queries from staff	Queries are addressed in a timely manner
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p>	



Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health &amp; Safety Act 2012)</p>	

**Note:** Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.

#### WORKING WITH VULNERABLE PEOPLE CHECK

	Yes/No
Working with Vulnerable People Check required?	No
<i>If yes, include in Selection Criteria table below</i>	

#### SELECTION CRITERIA

##### POSITION REQUIREMENTS/COMPETENCIES

##### Organisational

- Community Focused: considers community/customers in decision making
- Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
- Create and Innovate: displays initiative & considers different ideas and perspectives
- Safety Focused: takes responsibility for own and team's health, well-being and self-care

##### Position Specific

- Mature, methodical and confident approach
- Well organised and a high level of attention to detail
- Excellent interpersonal skills
- High level of discretion with ability to work confidentially with sensitive information
- Continuous improvement mindset.

##### QUALIFICATIONS AND EXPERIENCE

- At least 2 years office experience, preferably including pay processing experience in a large organisation
- Experienced in using Microsoft Office software (in particular Microsoft Excel)
- Some understanding of how to interpret awards, agreements and contract documents
- Experience with workers compensation claims, payments and legislation.

#### REPORTING STRUCTURE

Manager	Manager Finance
---------	-----------------

Team Leader	Team Leader Payables
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
All council employees	Working relationship
External	Nature of Relationships
Auditors	Working relationship
Service providers - superannuation, taxation, medical insurers	Working relationship
Workers Compensation Insurer	Working relationship

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$2000

### Confidentiality

Staff are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"> <li>• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;</li> <li>• Seeks feedback broadly and asks others for help with own development areas; and</li> <li>• Translates feedback into an opportunity to develop.</li> </ul>



