



**PAYROLL / HRIS ADMINISTRATOR
(1.0 FTE)**

**POSITION INFORMATION DOCUMENT
(August 2015)**

Section	People and Culture
Team	Human Resources
Responsible to	Assistant Director, People & Culture through the CEO Payroll Services Officer and CCES Senior HRIS & Payroll Officer
Classification	Level D Year 1 (current full-time salary of \$66,019 per annum)
Tenure	Permanent
Fractional time	0.8 FTE – Payroll / Leave – Catholic Education Office Thebarton 0.2 FTE – HRIS – Church Office Adelaide
Location	Catholic Education Office, Thebarton – 4 days per week Catholic Church Office – Adelaide – 1 day per week

“Our mission is to provide excellent professional services for Catholic school communities in South Australia”

(CEO Mission Statement)

■ Broad Purpose

The Payroll/HRIS Administrator is responsible to the Assistant Director People and Culture, reporting on an operational level to the Payroll Services Officer, and works in collaboration with other payroll services staff to support a broad variety of CEO payroll/leave functions. In addition with operational level reporting to the Senior HRIS & Payroll Officer, the role will assist the Human Resource Information System (HRIS) Project Team with ongoing support of NGAHR's 'Preceda' product throughout CESA and the Agencies of the Catholic Church in SA.

■ Key Working Relationships

- Assistant Director – People & Culture
- Team Leader Human Resources
- CEO Payroll Services Officer
- CCES System Project Manager
- CCES Senior HRIS / Payroll Officer
- Human Resources Team
- Finance Team
- School Personnel - Principals, Business Managers and Bursars / Finance Officers
- CCES HRIS Project team members

■ Key responsibilities

The Payroll/HRIS Administrator will be responsible for:

Payroll / Leave

- assisting with the administration of the payroll and all associated functions (e.g. superannuation, statements of service, salary determinations, leave records etc.) as required, ensuring that they are processed in accordance with current legislative requirements and service standards
- assisting with the processing of a variety of leave applications (Long Service Leave, Paid Parenting Leave, Personal / Carer's Leave etc.) including the calculation of employee entitlements and the forwarding of payments to schools
- providing advice regarding leave entitlements from schools and individuals escalating more complex matters to the Payroll Services Officer
- assisting with processing interstate and intrastate Long Service Leave portability applications
- maintaining current and accurate records for all processes associated with the various leave funds to meet compliance requirements
- providing appropriate and timely responses to general payroll enquiries from school and office staff
- other duties as required by the Assistant Director, People and Culture

HRIS

- assisting the HRIS team in providing ongoing quality HRIS / Preceda and payroll related support to stakeholders
- assisting maintain and administer the Preceda payroll system and associated records
- supporting the HRIS team with testing development enhancements made by the software provider to Preceda
- building own Preceda / CESA knowledge base to support the HRIS team in peak workloads and leave absences
- building and maintain professional relationships with key stakeholders (e.g. CEO, CCES, Diocesan Centre, Centacare / Catherine House)
- other duties as required by the HRIS team

■ Person Specification

The Payroll/HRIS Administrator will demonstrate:

- a contribution to the mission of the Church by promoting and emphasising the values and principles that are integral to the Catholic Church and Catholic education
- excellent interpersonal skills and the ability to work in a team environment
- sensitivity and integrity in dealing with confidential and complex matters
- sound computer literacy skills, including knowledge of Excel, Word and Preceda payroll (knowledge of Preceda would be an advantage)
- a sound working knowledge and experience of a broad range of payroll and staff entitlement matters including computer based payroll / HRIS systems
- a flexible and adaptable approach to tasks
- sound organisational, planning and analytical skills
- initiative and sound judgement
- high levels of attention to detail and accuracy
- ability to serve in a customer support environment with patience, courtesy and responsiveness

■ Qualifications and experience

The Payroll/HRIS Administrator will have:

- sound computer literacy skills, including knowledge of Excel, Word
- sound knowledge of Preceda payroll
- working knowledge and experience of a broad range of payroll and staff entitlement matters

■ Other Conditions.

All CEO staff are required to:

- support the CEO Virtues and Values of - [Faith, Hope and Love](#) | [Respect for the dignity of each person](#) | [Inclusivity](#) | [Sustainability](#) | [Justice and Compassion](#) | [Trust](#);
- participate in good character screening processes and hold a current acceptable Police clearance;
- act at all times in accordance with the CESA Code of Conduct;
- comply with the Work Health & Safety management system and, as a worker, while at work:
 - take reasonable care for their own health and safety
 - take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
 - comply, in so far as they are reasonably able, with any reasonable instruction given by the employer
 - co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
(Ref: Division 4, Section 27 & 28 – SA Work Health and Safety (WHS) Act 2012)

- hold current certification in *Responding to Abuse and Neglect in Education and Care Settings*;
- participate in regular professional review processes

Additional requirements for this role include:

- a current driver's licence