

Position Description

Position Title	Payroll Specialist
Position Number	30028830
Division	Finance and Resources
Department	Payroll Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administration Officer Grade 4
Classification Code	HS4
Reports to	Payroll Manager
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Payroll Specialist completes a variety of complex tasks to ensure the delivery of compliant, efficient preparation and accurate production of the payment of salaries and wages for Bendigo Health employees. This is a specialist role requiring a strong understanding of advanced payroll reporting, audits, superannuation and payroll exit. The Payroll Specialist provides expert payroll advice to peers, engages in

problem solving of complex payroll matters and is responsible for the development and delivery of training to Payroll Coordinators.

Responsibilities and Accountabilities

Key Responsibilities

Technical Accountability

- Manage the Payroll Exit processes and facilitate the disbursement of salaries and wages.
- Liaise with internal stakeholders to collate information as required to review, problem solve and streamline processes to ensure good practice, data integrity and consistency of Payroll operations.
- Coordination and management of all overpayments.
- Coordination of all elements of bank account balancing.
- Ensure behavioural and performance issues are escalated accordingly.
- Backfilling of Payroll Manager during periods of annual leave and during periods of high demand.
- Other duties as directed by the Director Payroll Services or Payroll Manager.
- Participate in staff development and training as required.
- Ensure timely resolution for all escalated Payroll Coordinator queries.

Payroll Services Support

- Oversee and support Payroll Coordinators in their daily responsibilities and ensure adherence to established processes.
- Provide guidance and training to Payroll Coordinators ensuring they follow all regulatory requirements.
- Facilitate the timely creation and distribution of audits and complex reports as needed to enhance payroll efficiency

Collaboration and Stakeholder Engagement

- Maintain relationships and coordinate communications with key external providers (such as Centrelink, Child Support Australia, Australian Bureau of Statistics and Superannuation Funds).
- Professional coordination between Payroll Services and Workforce Systems & Analytics ensuring that all necessary action items are addressed by both parties.

Key Selection Criteria

Essential

1. Relevant qualifications or a minimum 5 years payroll processing preferably in a public health service. Experience using SAP/KRONOS applications highly desirable.
2. Aptitude to work with a range of industrial awards/enterprise agreements, legislation and policies.
3. Successful communication, organisational and interpersonal skills to interact with a diverse range of stakeholders.
4. Demonstrated proficiency in preparation of documents, process data/reports using Microsoft Office suite with particular expertise in Word, Excel and Outlook.
5. Proven ability to effectively manage time and resources to meet competing priorities.
6. Recognised ability to supervise staff and work as part of a team

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.