

Position Description

Position title	Payroll Supervisor
Business area	Financial and Governance Services
Number of direct reports	1 (day to day leadership and management of Payroll Officer)
Immediate manager	Manager Finance
Award	<i>Metro Tasmania Administrative Employees Enterprise Agreement 2019</i>
Location	Hobart
Role purpose	The role of the Payroll Supervisor is the management of payroll services and data for 500 employees in accordance with Metro's three Enterprise Agreements, executive employment contracts and other legislative requirements.

Organisational Requirements

All positions within Metro Tasmania will support the achievement of the Metro Tasmania Vision. To be an attractive travel option contributing to an integrated public transport network in Tasmania.

Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and Metro Tasmania policies and procedures.

While at work employees must take reasonable care of their own health and safety and the health and safety of others, including those working under their supervision or direction that may be affected by their acts or omissions in accordance with relevant State and Federal Work Health and Safety Legislation

Our Values

Safety

We take pride in everyone getting home safely, by having a safe workplace; and putting safety first.

Respect

We show respect for everyone at all times by acting with integrity in all our actions, words, intentions.

Resilience

We have the courage to deal with our day-to-day challenges, showing determination; commitment; and strength.

Unity

We work together with honesty and transparency; we listen, we collaborate, we cooperate, we celebrate success.

Service Driven

We take pride in what we do and it is our pleasure to deliver an outstanding experience for everyone, recognising we have internal and external customers; continually challenging ourselves to do things better; and striving for excellence.

Role Accountabilities

Payroll responsibilities

Responsibility for the end to end payroll processing for 500 employees including the management of superannuation obligations, single-touch payroll, leave entitlements, termination payments and salary sacrifice processes.

Interpret Metro's Enterprise Agreements and employment contracts and keep up to date with changes to relevant payroll legislation.

Process payroll master file changes, including new appointments, terminations and salary amendments.

Calculate workers compensation payments from data from the People & Safety Department in regards to workers compensation claims.

Maintain accurate records and preparation of month end and year end reports including reconciliations and analysis of payroll data.

Ensure statutory compliance with legislative requirements governing employment including ATO requirements, the Fair Work Act and National Employment Standards.

Prepare external reports and information as required by various organisations, including the Australian Tax Office (ATO), Australian Bureau of Statistics (ABS), and Child Support Agency (CSA).

Perform quality control audits to ensure accuracy and integrity of payroll data.

Develop and provide accurate reporting analysis to help understand trends in payroll data when reporting up to management and business units as required.

Provide exceptional customer service in resolving payroll enquiries from employees in a timely and professional manner.

Maintain CHRIS21 and the TIMS Payroll Interpretation Module (time and attendance system) systems to ensure they meet business needs and also act as the system administrator for CHRIS21.

Responsible for the implementation, roll out and testing of payroll software changes and upgrades as advised by the software providers in conjunction with Metro's IT team.

Proactively identifying opportunities for improvement of existing systems and the embracement of new technologies, including consulting, developing and implementing enhancements as part of Metro's continuous improvement program.

Supervisory Responsibilities	Supervise the Payroll Officer and provide advice and support as needed.
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Projects and other tasks	Other duties as directed by Manager Finance or Chief Financial Officer.
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Management authorities (If Appropriate)

Refer to the current Delegation of Authority Manual

Role relationships

Internal

People and Safety Department

All Metro employees

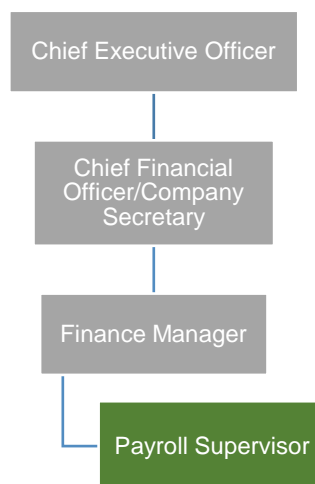
External

Software Vendors

Government Agencies (ATO, CSA, ABS)

Tasplan, Office of the Superannuation Commission (RBF)
and other superannuation funds

Organisational Chart



Qualifications and experience

- Diploma level qualifications in a relevant discipline and/or at least five years equivalent payroll experience in a large and complex end-to-end payroll environment.
- Experience in CHRIS21 is highly desirable.

Knowledge, skills and abilities

- Experience in processing payroll within complex enterprise agreements.
- Ability to communicate and build relationships across all levels of the organisation and externally on payroll matters with confidence.
- Excellent numeracy skills and advanced excel skills.
- A thorough knowledge of payroll processing systems and best practice and the ability to proactively identify areas for improvement.
- Keyboard and computer literacy skills with the ability to use computer software to enhance work performance.
- Excellent organisational skills and capacity to coordinate a number of workflows simultaneously, including the ability to prioritise, plan and complete own work activities together with a strong attention to detail.
- Sound written communication skills enabling the production of documents that are clear, accurate and concise.

Approval

Date: January 2020

Approved by: Chief Financial Officer

Signature