

Position overview

Position title	Payroll Officer
Business unit	People Culture & Safety
Remuneration type	Indoor EA Level 4
Reports to	Payroll Manager
Direct reports (role)	Nil
Locations(s) (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Southern Service Centre Morayfield and/or Northern Service Centre Maroochydore
Success profile	2.3 HR Role Success Profile
Delegation level	N/A

Position purpose

The Payroll Officer is responsible for providing accurate, timely and efficient payroll services to Unitywater employees, within all Unitywater policies, industrial instruments and legislation.

Position accountabilities

Key functions of the role include:

- End-to-end processing of all selected (manual and electronic) approved wage records in a timely and accurate manner ensuring compliance of all policies, procedures and legislative requirements
- Maintaining personnel file records, correspondence and accurate records of all payroll related information either received or distributed by the payroll team
- Ensuring all payroll related information is kept confidential and accurate and appropriate employee and payment records are maintained for auditing purposes
- Ensuring all data is processed accurately in the HRIS and in line with payroll functionality, organisational processes and practices, for the purposes of data analysis, reconciliation and reporting
- Proactively identifying payroll errors or issues and recommending corrective actions
- Maintaining well defined payroll processes in line with auditing requirements
- Preparing fortnightly payroll reports
- Assist with the processing of all Financial Year obligations in conjunction with the CS&P Business Unit
- Actively participate in and provide support to payroll-related or HRIS projects including user acceptance testing for system changes and upgrades.
- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended

- Meet relevant ISO standard.
- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.
- Meet all HACCP (Hazard Analysis Critical Control Point) [Leader to Remove function if not required].
- Meet relevant ISO standard [Leader to Remove function if not required].
- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

Key relationships

Key working relationships internal and external to Unitywater are:

- Payroll Manager;
- Business Partnering team members
- People Capability and Shared Services team members;
- Injury Management & Health Business Partner;
- Financial Accounting team members;
- Treasury team members;
- Workcover & Superannuation entities.

Capability requirements

The requirements for the position are:

- Extensive payroll experience.
- Demonstrated understanding of Human Resource Information Systems (HRIS).
- Knowledge and experience in the application of legislation related to Industrial Instruments, taxation, superannuation and relevant acts.
- Excellent communication and interpersonal skills.
- High level of numeracy skills, attention to detail and accuracy.
- Advanced Microsoft Excel skills.
- Proven ability to work autonomously and as a team.
- Ability to explain policies and procedures directly relating to the functionality of payroll.
- Tact, diplomacy and assertiveness in applying policy.

- C Class Drivers License

One Unitywater Behaviours

The One Unitywater Behaviours define how we work together at Unitywater. They guide our everyday interactions, influence how we make decisions, drive us to achieve our strategy and help us to create our One Unitywater culture together.

Create the Future is about seeking to learn through new ideas and innovations, planning strategically, adapting to challenges and steering Unitywater towards a sustainable future.

Care Together is about fostering a culture of safety, collaboration, and customer-focused service. It's about creating a workplace where people feel valued, work inclusively and deliver outstanding outcomes for our customers.

Own It is about taking responsibility for our actions, being transparent and accountable, and striving for excellence in everything we do. It's about demonstrating integrity, welcoming feedback and ensuring we follow through on commitments.