

Position description

Position title	Payroll Administration Officer		
Department / Division	Payroll Services / Division of Finance		
Classification	Grade 4 A041-A045	Employment Status	Full time, 12 months fixed term
Position reports to	Director of Payroll Services		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

<p>The Royal Children's Hospital</p> <p>The Royal Children's Hospital (RCH) has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. As a tertiary and quaternary centre, the RCH cares for the most critically ill and medically complex paediatric patients in Victoria. In addition to providing a full range of clinical services, the hospital also supports many health promotion and prevention programs. With more than 6,000 staff, 12 wards and 350 beds, the RCH is the major specialist paediatric hospital in Victoria, and also provides care for children and young people from Tasmania, southern New South Wales and other states around Australia and overseas.</p> <p>We are the state's busiest paediatric Emergency Department, often experiencing more than 300 presentations on any given day. The RCH is committed to working with health services across the state and plays a significant role in many critical state and nationwide services. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time, for the benefit of all Victorian children. The RCH is committed to the safety and wellbeing of all children and young people. Click here for further information on our Commitment to Child Safety: http://www.rch.org.au/quality/child-safety</p> <p>In April 2016, we became the first Australian hospital to implement the world-leading electronic medical record (EMR) and has a strong focus on supporting the successful delivery of the Parkville Connecting Care program – a shared EMR with The Royal Women's Hospital, The Royal Melbourne Hospital and Peter MacCallum Cancer Centre.</p> <p>The RCH is located within the Melbourne Biomedical Precinct, which is home to more than 45 world-class biomedical organisations, with collectively more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region.</p> <p>Further information on the RCH including the new RCH Strategic Plan 2019-21 Great Care, Everywhere is available at www.rch.org.au</p>
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<p>ROLE PURPOSE</p> <p>This role is responsible for providing quality advice, service and support to RCH staff and external stakeholders in relation to payroll queries and ensuring that RCH payroll processes are effective and efficient and meet RCH governance requirements. The position will work closely and collaboratively with the People and Culture, Finance, Melbourne Health (RCH payroll provider) and RCH staff.</p>
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<p>KEY ACCOUNTABILITIES</p> <p>Customer Service</p> <ul style="list-style-type: none"> Establish positive internal working relationships and provide fast and efficient customer service, including resolving payroll queries in a timely manner Work in collaboration with multidisciplinary team Provide advice, guidance and support to line managers and staff and ensure adherence with policy and procedures and relevant legislation; Provide advice and support to managers and employees in relation to all payroll matters <p>Administration</p>

- In conjunction with payroll provider, ensure the accurate and timely preparation and processing of payroll data as per the employment contract, EBA Award or legislative requirements.
- Undertake audits of payroll processes to ensure accuracy in RCH payroll systems and alignment with government requirements.
- Lead the timely and relevant compilation of reports and data through the collection of information from internal stakeholders, including but not limited to SAP and Chris 21
- Participate and respond to internal and external auditors recommendations
- Interpret and analyse data and provide reports and recommendations as appropriate
- Produce, update and maintain policies and procedures pertaining to all aspects of payroll processes as well as flow charts and associated work practices.
- Monitor relevant legislation and advise senior management of any amendments and implement changes to procedures where necessary

General

- Actively participate and contribute to continuous improvement and continuing education opportunities
- Demonstrate active team member participation to ensure ongoing excellence in service delivery and teamwork
- Other duties as directed consistent with the employee's skill level and classification

QUALIFICATIONS AND EXPERIENCE

Essential:

- Tertiary qualification in related field along and/or a minimum of 3 years relevant industry experience
- Proficiency in payroll packages (experience with SAP/Chris21 highly regarded)
- Significant experience in all aspects of payroll, including experience in working with on-line payroll systems, multiple awards/Agreements and large organisations
- Demonstrated ability to engage and build strong relationships
- Demonstrated proficiency in the use of established administrative processes

Desirable:

- Experience in payroll processing/management in a Healthcare setting.

Other:

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

KEY SELECTION CRITERIA

- Excellent verbal communication and interpersonal skills with the ability to interact with a variety of stakeholders and deliver on required documentation
- Demonstrated ability to respond flexibly to client needs with the ability to develop practical solutions to problems and provide advice in area of expertise
- High level of attention to detail to ensure accuracy and efficient work practices, with the commitment to quality outcomes.

- Strong organisational skills to understand deliverable dates of the department.
- Demonstrated ability to work autonomously and within in a team environment, including the ability to effectively gain the cooperation of stakeholders.
- Demonstrated experience in the application and the interpretation of awards/ Legislative agreements and organisational policy.
- Intermediate to advanced Excel skills.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, all members of the LGBTQI community and people with disability.