

Payroll & HR Administration Officer

POSITION DETAILS

Position Title:	Payroll & HR Administration Officer
Department:	Administration
Classification Level:	Education Support Level 1 – Range 3
Time Fraction:	1.0 (38 hrs per week)
Contract Tenure/Employment Type:	Ongoing
Superannuation:	12%
Location:	Warrnambool College – Grafton Road

Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to satisfactory police check and Working with Children Check.

ABOUT THE ROLE

PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

To provide administrative support for payroll and human resource functions within the school, ensuring accurate processing, record keeping and compliance with Department of Education policies and procedures.

The role operates under direction and supports the effective day-to-day management of staffing and payroll processes.

CLASSIFICATION CONTEXT AND TASK LEVEL

- Manage the delivery of a particular service or function (e.g., finance, library, human resources, facilities)
- Provide standard professional services independently within defined organisational and professional parameters
- Provide complex professional reports requiring in-depth factual analysis, including assessments and recommendations for consideration by others

REPORTS TO

This position reports to the principal, with day-to-day accountability to the Business Manager.

The Education Support – Administration/HR role is a member of the Administrative Team and is responsible for working collaboratively to support a productive and efficient workplace environment.

DUTIES AND RESPONSIBILITIES

Payroll Administration	<ul style="list-style-type: none"> • Manage the Edupay system and transactions, entering all personnel transactions in a timely manner. • Enter the processing of new staff to the College on both Recruitment Online and Edupay, ensuring the accuracy of data at all times. • Processing of the fortnightly local payroll in a timely, accurate manner. • Complete all superannuation requirements. • Support the relevant Assistant Principal with the administration of Workcover. • Review procedures as required.
Human Resource Administration	<ul style="list-style-type: none"> • Under direction, assist with the development and ongoing management of the College's Human Resource Records System within SharePoint, ensuring efficient and compliant record-keeping practices. • Draft position descriptions and coordinate the review of roles within the College. • Oversee the scheduling and coordination of job interview panels, ensuring a seamless hiring process. • Process and monitoring of the Non-Teaching Responsibilities (NTR) and Time in Lieu (TIL) payments, recording and updating all documents in a timely manner. • Assist with the staff performance review and induction processes throughout the year.
Administrative & School Operations Support	<ul style="list-style-type: none"> • Provide administrative and reception support when required • Read and distribute the DET weekly email for updated material/advice regarding policy, procedure and guidelines changes • Managing and distribution of school keys and fobs • Co-ordinate and manage staff car insurance

This position description describes in general terms the normal duties which the Customer Service Officer is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.

Victorian Government Schools are child safe environments. Our school actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>