

HR and Payroll Coordinator Position Description

Context

Manager

People and Wellbeing Advisor

Division

CEO, People and Legal

Location

Corporate Support Office, Melbourne

Tenure

Fixed Term

Career Level

Career Level 2 or 3 dependant on experience

Primary Objectives

Organisational

VicForests is a Victorian State-owned business responsible for the sustainable harvest, regeneration and commercial sale of timber from Victoria's public forests on behalf of the Victorian Government.

We undertake all of our operations in a safe, efficient and sustainable manner, keeping our staff, the community and the environment in mind in all we do.

We are an active member of the communities in which we operate and we are committed to giving stakeholders the opportunity to have input into our forestry practices.

Role

The key objectives of this position is to assist with coordinating the monthly payroll and human resources services.

VicForests Values

PROFESSIONAL

We operate our business in an ethical, efficient and accountable manner

SUSTAINABLE

We engage in social, environmental and commercial best practice

SAFE

We aim for zero harm in all that we do

CUSTOMER FOCUSED

We are fair and transparent in our commercial dealings

RESPECT

We treat others in a manner that we would like to be treated

Key Result Areas

The KRA's are the major outputs for which the position is responsible for and are not a comprehensive statement of the position activities. You may however, be required to undertake other duties and responsibilities from time to time, in addition to or as variations of the duties and responsibilities of the position.

- Co-ordinate VicForests monthly payroll process including preparation of monthly payroll data, input of data into payroll system, liaising with Finance officer to review and reconcile payroll reports, filing and document management and acting as first point of call for all payroll related queries.
- Co-ordinate and deliver a comprehensive range of Human Resources operational service for VicForests. Provide assistance to the Human Resources Manager in the implementation of human resources programs.
- Maintain and create all personnel files and other confidential documents relating to staff issues.
- Provide assistance to the People and Safety team in the implementation of human resources programs.
- Provide reporting and analysis of data on a monthly basis or as required from and for various internal and external stakeholder.
- Coordinate the on-boarding and off-boarding processes for new hires and leavers.
- Prepare letters of offer and other relevant documentation as required.
- Entry and maintenance of data into the VicForests Payroll system (ADP) and VicForests E-learning system (ELMO).
- Coordinate booking and standard approved training and development courses.
- Maintain the training database and prepare reports as required.
- Write HR internal communication, including writing the HR contributions for the internal e-bulletin, Internal EOI (Expression of Interests), and job advertisements.
- Undertake any other duties and responsibilities as required to meet the requirements of the business.
- Perform duties in a manner that ensures the health and safety of yourself and others. Ensure that all incidents and hazards are reported in a timely manner.
- Take responsibility for performing the role in accordance with all relevant system requirements.
- Identify and communicate key risks and ensure risk management processes are followed.

Selection Criteria - Core Capabilities

Qualifications	Include all educational qualifications, licences and accreditation required for the position	Essential / Desirable
Tertiary level qualification or working towards completion of a qualification in Human Resources or Business Administration		Desirable
Current Victorian Drivers Licence with ability to travel		Essential

Experience	Competencies acquired through experience
Payroll Administration	<ul style="list-style-type: none"> ▪ Demonstrated experience in supporting or coordinating payroll processing. ▪ High level of attention to detail ▪ Experience in award or EBA interpretation. ▪ Experience in handling and investigating payroll queries. ▪ Demonstrable intermediate level of Microsoft Excel
Experience in a HR role in a commercial organisation (small to medium workforce)	<ul style="list-style-type: none"> ▪ Experience in following set instructions, policies and procedures. ▪ Experience with handling confidential information. ▪ Experience working in an administration role. ▪ Experience with handling confidential information. ▪ A clear understanding of the Privacy Act.
Experience in maintaining a range of HRIS databases.	<ul style="list-style-type: none"> ▪ Able to accurately enter data into an HRIS database. ▪ Ability to maintain accurate and up to date records. ▪ Ability to use HRIS systems for reporting and analysis.

Recruitment and Onboarding	<ul style="list-style-type: none"> ▪ Experience in drafting job advertisements ▪ Experience in drafting employment contracts and HR letters ▪ Experience in conducting reference checks ▪ Experience in coordinating interview process
HR Functions	<ul style="list-style-type: none"> ▪ Experience in working on and contributing to HR projects and programs

Attributes	Components
Service Excellence	<ul style="list-style-type: none"> ▪ Constantly looks for continuous improvement opportunities and ways to innovate and encourages others to do the same. ▪ Takes responsibility for correcting problems promptly and without becoming defensive. ▪ Makes specific changes in work methods to improve outcomes, quality and timeliness of service. ▪ Monitors client and stakeholder satisfaction.
Interpersonal Skills	<ul style="list-style-type: none"> ▪ Sees things from another's point of view and confirms understanding. ▪ Expresses own views in a constructive and diplomatic way. ▪ Reflects on how own emotions impact on others.
Written Communication	<ul style="list-style-type: none"> ▪ Prepares briefs, letters, e-mails and reports using clear, concise and grammatically correct language. ▪ Ensures written communications contain necessary information to achieve their purpose. ▪ Uses appropriate style and formats.
Detail Focus	<ul style="list-style-type: none"> ▪ Observes fine details ▪ Identifies gaps in information ▪ Looks for logical sequences of information ▪ Highlights practical considerations of plans and activities
Organising and Planning	<ul style="list-style-type: none"> ▪ Identifies processes, tasks and resources required to achieve a goal. ▪ Identifies more and less critical activities and operates accordingly, reviewing and adjusting as required. ▪ Develops and implements systems and procedures to guide work and track progress. ▪ Recognise barriers and finds effective ways to deal with them.
Computer Skills	<ul style="list-style-type: none"> ▪ Intermediate level of software packages such as MS Word, MS Excel, MS PowerPoint and Lotus Notes. ▪ Experience working with and maintaining HR Information System.

Further Information

Long periods of sedentary desk/computer duties may be required as part of this role.

You may be required to work independently, with minimal supervision in isolated and physically demanding environments.

Some long distance travel and overnight stays may be required in country locations.

VicForests employees may be required to contribute to fire and emergency management responsibilities
External applicants will be subject to a probation period of 3 months.

All applicants must have the right to work in Australia, supporting evidence may be requested.

Please note that in accordance with VicForests onboarding processes, new employees will need to provide information of their motor vehicle driving & insurance history and disclose any medical conditions or pre-existing injuries that can affect job and driving performance.

In addition, if this role requires a Financial Delegation or regular access to confidential information, a Police Background check will be required.

If this role requires regular contact with vulnerable people (particularly children), a Working With Children's Check will be required.

For further information about this role, please contact HR on 9608 9520 or vf.careers@vicforests.com.au

To be completed on offer / acceptance of a role:

I accept the Position Description as stated and the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to positions descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Name: _____

Position Location: _____

Signature: _____

Date: _____