



## Position description

<b>Position title</b>	Payroll and People Administrator
<b>Group / Branch</b>	People, Safety & Governance / People Operations
<b>Reports to (Title)</b>	Payroll Remuneration and Policy Lead
<b>Competency level</b>	Individual Contributor

### Job Purpose

The Payroll and People Administrator role supports the Payroll Team with the day-to-day delivery of end-to-end accurate and timely Payroll services to the organisation.

Responsible as point of contact to process People Central / C21 changes.

Back up to Payroll Specialist while on leave.

The Payroll Administrator will be expected to collaborate and work closely with the wider People Operations Team to ensure our internal customers receive a high standard of service and support. The role will contribute and support the People, Safety & Governance team initiatives. The Payroll and People Administrator reports directly to the Payroll Remuneration and Policy Lead.

### Key Accountabilities

- Initial point of contact for employees and able to respond to payroll, leave and system queries.
- Able to interpret and communicate the SEW Enterprise Agreement; Awards; employment contracts; policies and procedures.
- Support, develop and implement new policies or procedures.
- Escalate any payroll or remuneration concerns to the Payroll Remuneration and Policy Lead.
- Provide reporting as required through audit schemes and ad hoc requests.
- Management of day to day SEW Parental Leave scheme and continuous improvement.
- Support and identify system and process improvement opportunities in alignment and consultation with Payroll Team and the People Operations and Systems teams.
- Support and identify system and process improvement opportunities in alignment and consultation with People Operations team.
- PeopleCentral support and timely management of workflow delegations and actions including Onboarding candidates, timesheet management per SEW EA, leave management & report/auditing.
- Assistance/support to People Operations and broader organization on use of People Central in processing/managing workflows, leave management and navigation of system.



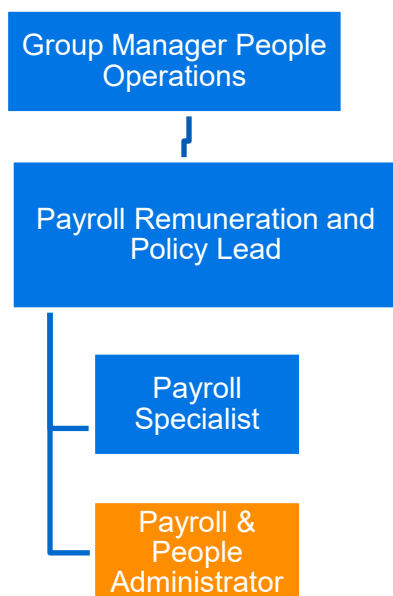
- Support and identify process improvement opportunities associated with the reconciliation of Annualised Salaries.
- Provide support to the People Partnerships team as required including providing backup when required to the People Administrator

## Knowledge, Skills & Experience

- Relevant education or significant business experience in Human Resources, Finance or Payroll administration.
- 2+ years of experience in a payroll administration function.
- Previous payroll experience is required.
- Previous experience with HRIS systems is desirable.
- Previous experience with Chris21/iChris is desirable.
- Problem solve payroll related queries and provide sound advice and information; or escalate queries when required.
- A knowledge of Industrial Awards, Enterprise Bargaining Agreements, Employment Law and the Fair Work Act is desirable.
- Ability to handle multiple tasks, competing priorities and interruptions.
- Strong analytical skills.
- Demonstrated ability to deal professionally with confidential information, issues and data.
- Strong communication skills both written and verbal, with varying approaches.
- Strong customer service and relationship building skills to be able to effectively engage with stakeholders.

### Dimensions

#### Organisational Chart



#### Number of people managed:

n/a



**Size of budget managed:**

n/a

**Value of Assets managed:**

n/a

**Ensuring a sustainable, resilient organisation:**

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required.