

POSITION DESCRIPTION

Position	HR AND PAYROLL ADVISOR
Location	Congregational Administration Services, North Sydney
Reports to	Manager, People & Culture
Direct Reports	None
Employment Type/Term	Permanent part-time (22.5 hours of week)
Date	February 2024

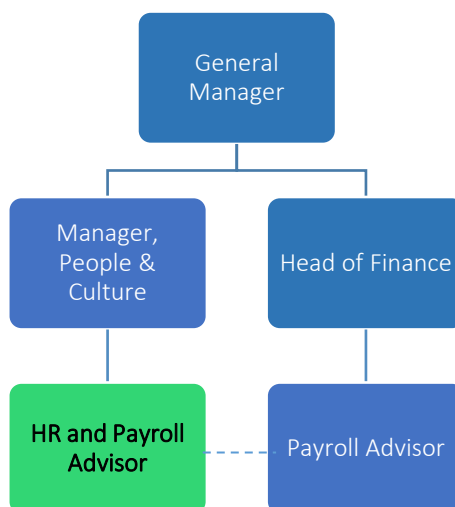
ORGANISATIONAL CONTEXT:

The Sisters of Saint Joseph of the Sacred Heart (SOSJ) continue God’s mission by immersing themselves in the midst of life to empower others and bring hope. Education, in its broadest sense, remains their main work. Founded in 1866, the organisation operates as a registered charity with central offices in Sydney, Regions in Australia, New Zealand, Ireland and a presence in some other countries.

The Congregation is governed by the Congregational Leader and her Leadership Team. Each region is led by a Regional Leader supported by her Leadership Team. The Congregation’s Leadership team is assisted in its administration by the Central Administration Services (CAS) Team located in North Sydney.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. All employees have a responsibility to commit to a culture of safeguarding. This includes completing safeguarding induction training and possibly ongoing safeguarding training.

ORGANISATION CHART:





BASIC ROLE PURPOSE:

The HR Advisor is responsible for providing high level HR support to the Manager, People & Culture. This role also provides backup to the Payroll Officer if/when required, reporting to the Head of Finance.

KEY ROLE ACCOUNTABILITIES:

In carrying out the role, the HR and Payroll Advisor is required to meet the following key accountabilities:

1.0 Ethos and Mission

- 1.1 Uphold, through word and deed, the ethos and mission of the Congregation of the Sisters of Saint Joseph.
- 1.2 Ensure work activities are in accordance with the ethos and mission of the Sisters of Saint Joseph.
- 1.3 Demonstrate a commitment to a deepening understanding of the spirit of the Congregation of the Sisters of Saint Joseph.
- 1.4 Actively support the Sisters of Saint Joseph and their Mission.
- 1.5 Establish and maintain harmonious working relationships with colleagues and Sisters in the Congregational Administration Services team and regional offices.
- 1.6 Contribute to a climate of hospitality and welcome.

2.0 Position Responsibilities

The duties and responsibilities include but are not limited to:

People & Culture

- 2.1 Draft HR documentation and correspondence including position descriptions, employment contracts and variation letters.
- 2.2 Assist with recruitment activities including drafting and placing advertisements, management and screening of applicants.
- 2.3 Process compliance checks.
- 2.4 Assist with the annual salary review process.
- 2.5 Undertake HR research and assist in the development of policies, processes and forms.
- 2.6 Ensure data and records onto the HR information system, online learning and other platforms and portals are accurately entered and uploaded.
- 2.7 Provide HR advice and support to all staff.
- 2.8 Monitor compliance with relevant policies.
- 2.9 Assist with HR projects and reporting as required.

Payroll

Manage the payroll process in absence of the Payroll Officer:

- 2.10 Manage and process the complete payroll function including set up of new employees, award interpretations and compliance, record management, timecards, leave, termination calculations and superannuation administration ensuring awards and other legislative and statutory requirements are adhered to and met.
- 2.11 Liaise with employees and managers on relevant payroll matters.
- 2.12 Liaise with superannuation funds and ATO regarding Single Touch Payroll (STP) when required.
- 2.13 Assist with reporting as required.



3.0 Values

- 3.1 Actively contribute to team meetings.
- 3.2 Contribute to effective communication within CAS and with the regions.
- 3.3 Demonstrate loyalty to professional colleagues within the CAS and regions.
- 3.4 Maintain confidentiality of Congregational information in accordance with policy and employment contract obligations.
- 3.5 Actively demonstrate behaviours consistent with the SPIRIT values (Supportive, Positive, Inclusive, Respect, Integrity and Trust).

4.0 Quality Administration

In consultation with the Manger, People & Culture and Head of Finance:

- 4.1 Establish and maintain performance standards for relevant administrative functions.
- 4.2 Respond to customer feedback on improving processes and procedures.
- 4.3 Maintain administrative accuracy and due attention to detail.

5.0 Professional Development

- 5.1 Evaluate personal and professional performance and undertake personal and professional development activities.
- 5.2 Participate in the performance review/feedback process.

6.0 Work Health Safety (WHS)

- 6.1 Maintain duty of care of own health and safety and all others in the workplace.
- 6.2 Comply with workplace WHS policies, procedures and protocols.
- 6.3 Report workplace hazards and risks to employer.
- 6.4 Undertake WHS training as required.

7.0 Other

- 7.1 Engage in other duties commensurate with skills and experience and within the scope of this role.
- 7.2 Follow legal requirements and Congregational policies and procedures.

8.0 Key Performance Indicators

Function	Performance Indicators
1. Ethos and Mission	Evidence of active support for the work of the Congregation and its Mission
2. Role responsibilities	<ul style="list-style-type: none">• Effective and efficient HR and Payroll advice and support provided.• Systems and databases updated regularly and accurately.• Payroll processed accurately as per agreed deadlines.



3. Customer service and teamwork	Evidence of service delivery to agreed standards and positive feedback from stakeholders received.
4. Contribution to culture and values	Evidence of effective collaborative, professional relationships and communication within team and regions.
5. Quality administration	Evidence of timely and accurate documentation and records
6. Professional development	Evidence of engagement in appropriate professional development and application to role

9.0 Qualifications, experience and competencies

- 9.1 Diploma in Human Resources or equivalent with at least five years' experience in HR and payroll or a combination of equivalent qualification/s and experience.
- 9.2 Demonstrated knowledge and experience with the interpretation of Modern Awards, the Fair Work Act and payroll legislation and compliance.
- 9.3 Experience with running a regular payroll cycle.
- 9.4 Experience with providing HR and Payroll support and advice.
- 9.5 Demonstrated attention to detail
- 9.6 Experience with HR databases/systems.

Incumbents in this position will be required to consent to a National Criminal History Check as per our Compliance Policy.

I confirm that this position description is an accurate reflection of the responsibilities of this position:

Manager

12 February 2024

Date