Role

The Payroll and HR Officer provides professional support to the Business Manager. The role involves accurately performing the Payroll tasks for the College, and includes Human Resource elements such as contract writing, award and agreement interpretation and working closely with the school's administration, faculty, and staff to develop and implement effective Human Resources and Payroll strategies and practices.

The Payroll and HR Officer must exercise independent judgement in a confidential manner, utilise technical knowledge related to Human Resources and Payroll functions, establish and maintain a broad range of relationships, be flexible to work on several duties with possible conflicting timelines and be hands-on when required. This is a high-pressure role with frequent strict deadlines. The Payroll and HR Officer will require superior communications skills, demonstrating discernment, sensitivity and discretion.

Key Responsibilities:

Payroll

- Process fortnightly payroll for all employees, including maintaining accurate records, calculating, and inputting pay data, and processing PAYG and superannuation obligations.
- Prepare and file required payroll and tax forms.
- Accurately maintain and update the current staff on the payroll system and complete all filing requirements.
- Liaise with staff and management on all payroll related enquiries.
- Calculate and process the payment of termination payments, pay increases and back pays.
- Prepare annual averaged pay letters for term time employees.
- Calculate annual leave and long service leave provisions and accruals.
- Update and implement policies and procedures as required.
- Collaborate with the school's finance team to ensure that HR and Payroll processes are aligned with the school's overall financial management strategies.
- Reconcile month end payroll general ledger accounts.

Human Resources

- Oversee our HRIS System. Maintain accurate records and ensure that employee data is entered and updated in the school's HRIS.
- In conjunction with the Business Manager, develop and implement human resources policies and procedures that align with the school's mission and goals and are compliant with applicable laws and regulations to ensure employees understand systems, processes, behaviours, and performance expectations, including Child Safety policies and procedures.
- In conjunction with the Deputy Principal's coordinate the staff induction and orientation program covering organisational structures, the College's mission, values, strategic and operational plans, and individual's responsibilities.
- Provide guidance and support to managers and staff on HR-related matters, including recruitment, induction, onboarding, 1:1s, goal setting, performance management, employee relations, compensation, and benefits.
- Facilitate the recruitment process for all positions, in conjunction with line managers and the Principal.
- Prepare employment contracts and documentation for all staffing changes and employment modifications and other HR checking as required.
- Interpret awards, agreements and contracts.
- Record and maintain tenure periods and contract expiration dates.

- Coordinate extended sick leave requests, including return-to-work arrangements.
- Consult with the Principal and line managers to ensure role descriptions are accurate, appropriately classified, and faculty/department and personal objectives are in line with the College's strategic and operational plans.
- Assist managers with the performance review process, providing training, coaching and feedback to line managers.
- Ensure that the school is compliant with all federal, state, and local employment laws and regulations.
- In conjunction with the Business Manager and Principal, assist with employee relations issues, including investigations and disciplinary actions, in a timely and effective manner.

REPORTING RELATIONSHIPS

The Payroll and HR Officer reports to the Business Manager and works collaboratively with the Principal and Deputy Principals.

Other Duties

- Completion of Workplace Gender Equality Reporting on behalf of the College.
- Any other duties as required by the Business Manager or Principal.

Qualifications and Experience

- At least three years' experience in payroll, preferably in an educational or non-profit setting, or an organisation with multiple awards.
- General HR experience well regarded.
- Hold a current Queensland Working with Children Blue Card.

Selection Criteria

- Payroll experience with greater than 50 employees.
- Knowledge of federal, state, and employment laws and regulations.
- Strong communication and interpersonal skills.
- Strong analytical, math and problem-solving skills.
- Advanced skills in Microsoft Office, HRIS systems, and payroll software.
- Experience with TASS software preferred but not essential;
- Effective time management with flexibility and adaptability to maintain work output during times of high pressure and tight deadlines.
- Ability to work independently and as part of a team.

Personal Attributes

- Discreet.
- Honest.
- Empathetic.
- Resilient.
- Professional attire and appearance.
- Willingness to learn and to grow.
- Understanding of and willingness to work within the ethos of the College.

Professional Attributes

- Proactive, flexible, patient and shows initiative.
- Solutions-focussed.
- Able to prioritise and multi-task.
- Works collaboratively as a team player and independently with minimal supervision.
- Excellent written and verbal skills.
- High attention to detail.

Child Safety

- Peace Lutheran College is committed to creating and sustaining environments where children and young people are safe, valued, and empowered — physically, emotionally, culturally, and digitally. This includes preventing, detecting, and responding to child harm.

Workplace Health & Safety

All staff are expected to comply with the WH&S Policy, legislative requirements and to adhere to safe work practices by:

- ensuring adherence to WH&S policies and procedures.
- consulting with staff on WH&S issues.
- ensuring that staff are equipped with the information, instruction, training, and supervision that they need to work safely
- identifying and assessing, if necessary, and controlling hazards within their area of responsibility
- encouraging early reporting of incidents
- assisting with initiating early return to work on suitable duties after a workplace injury
- ensuring that all staff, including volunteers and contractors, are aware of, and abide with, all relevant procedures
- ensuring all plant and equipment is properly maintained
- acting as a role model by demonstrating safe work behaviours.

I, …….. as "Payroll & HR Officer" have read and understood the Role Description as outlined above.

Signed…… Date……