

## Payroll & WHS Officer – Part Time

### Role Description

The Payroll & WHS Officer is a key member of the School's Administration and Finance teams, responsible for the accurate delivery of payroll services and supporting the implementation of Work Health and Safety (WHS) practices.

This role ensures compliance with relevant legislation, policies and procedures, while maintaining effective systems, records and reporting.

The Payroll & WHS Officer reports to the HR & Administration Manager whilst also working closely with the School's Business Manager and is a 0.5FTE role (days and hours to be negotiated), 48 weeks a year and 4 weeks annual leave.

### Key Responsibilities

#### Payroll Officer

- ❖ Process end-to-end fortnightly payroll in a timely and accurate manner in accordance with Enterprise Agreement provisions, relevant legislation and school policies and procedures.
- ❖ Guided by the HR Manager, process and administer employee files, timesheets, new starters, departures and variations.
- ❖ Support the administration and user training for the school's payroll system, including working with the HR Manager to maintain and update employee records.
- ❖ Maintain knowledge of relevant legislation, awards and agreements, ensuring payments are made in an accurate manner, consistent with relevant legislation.
- ❖ Ensure all payroll and employee related information is handled with the highest level of confidentiality, integrity and discretion at all times.
- ❖ Provide administrative support for payroll-related email inboxes.
- ❖ Provide administration assistance in maintaining payroll related policies and procedures, as required.
- ❖ Identify and contribute to process improvement initiatives within the payroll system and broader Finance & Administration Team.



## Work, Health & Safety Officer

- ❖ Promote and support a safe and healthy work environment, assisting in the identification, assessment and management of workplace hazards and risks in line with WHS requirements.
- ❖ Contribute to the development, review and implementation of WHS policies, procedures and guidelines, ensuring alignment with relevant legislation and organisational standards.
- ❖ Monitor, record and assist in the investigation of incidents, hazards and near misses, supporting root cause analysis and the implementation of corrective and preventative actions.
- ❖ Conduct workplace inspections and safety audits, providing recommendations to address risks and areas of non-compliance.
- ❖ Maintain accurate WHS systems, records and registers, including Safety Data Sheets (SDS), ensuring compliance with reporting and record-keeping requirements.
- ❖ Support WHS governance processes, including coordinating WHS Committee meetings and assisting with training to build staff awareness and compliance.
- ❖ Communicate WHS policies, procedures and updates clearly to staff, promoting consistent understanding and application across the organisation.

## Team & School Culture

- ❖ Work collaboratively with the Finance and Administration team during periods of leave, absence or high workload.
- ❖ Work collaboratively with all staff to ensure efficient and effective service delivery.
- ❖ Demonstrate a caring and professional approach, reflecting the values and ethos of Emmaus Christian School in all interactions.
- ❖ Participate in staff meetings, professional learning and school community activities as required.
- ❖ Undertake additional tasks or responsibilities as directed by the HR & Administration Manager and Business Manager.

## Christian Commitment

- ❖ Model Christ-like character and values in personal and professional life.
- ❖ Support the school's mission: to provide a Christ-centred, biblically grounded, and academically rigorous education that enables students to grow in wisdom and character, to the glory of God.
- ❖ Participate in devotions, prayer, and other expressions of the school's Christian community.



## Selection Criteria

### Essential

- ❖ Demonstrated experience in payroll processing, with a sound understanding of end-to-end payroll functions and compliance requirements.
- ❖ Working knowledge of relevant legislation, awards and employment conditions, with the ability to apply these accurately in practice.
- ❖ Experience in finance or administrative roles, with strong attention to detail and a high level of accuracy in data entry and record-keeping.
- ❖ Demonstrated knowledge and/or understanding of Work Health Safety (WHS) legislation, regulations, codes of practice and standards including as they apply in a school context.
- ❖ Proficiency in Microsoft Office applications (particularly Excel) and experience using payroll and/or finance systems.
- ❖ Demonstrated ability to interpret and apply policies and procedures, with a commitment to compliance and continuous improvement.
- ❖ Ability to quickly learn and adapt to new and unfamiliar software systems and digital tools.
- ❖ Excellent professional communication skills when engaging with students, families and colleagues.
- ❖ Highly organised and detail orientated, with strong problem-solving skills and the ability to manage multiple priorities effectively.
- ❖ Proven ability to handle confidential and sensitive information with integrity, discretion and a commitment to Biblical, professional, and safeguarding standards.
- ❖ A current (or ability to obtain prior to commencement) Working with Vulnerable People (WWVP) registration.
- ❖ Active membership of an evangelical Christian church and wholehearted support of the school's Christian mission and values.

### Desirable

- ❖ Current First Aid and CPR certification, or a willingness to obtain and maintain these qualifications.
- ❖ Certificate IV or Diploma in Work Health & Safety.