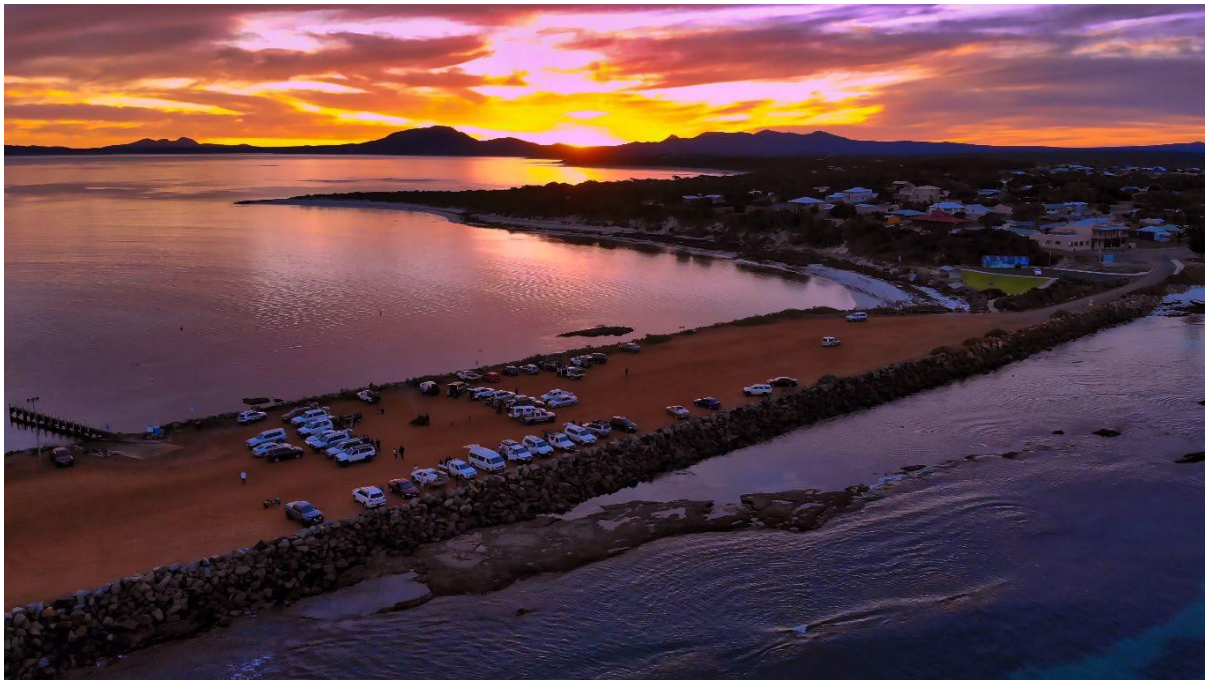




Shire of Ravensthorpe

Payroll Officer



Information Package

For information on the Shire of Ravensthorpe, please visit our website at

www.ravensthorpe.wa.gov.au

Prospective Applicants Information

Thank you for your interest in the position advertised by the Shire of Ravensthorpe. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity:

The Shire of Ravensthorpe is family friendly and equal opportunity employer.

Queries:

If you have queries about any aspect of the position or regarding your application, please contact the staff member nominated in the advertisement.

Completing your Application:

Your application should include the following:

1. **Covering letter:** Addressed to the Chief Executive Officer, stating why you are interested in applying for the position and giving details of how you may be contacted during office hours (Monday-Friday 9.00am to 4.00pm). It is recommended that you provide a convenient telephone number should you be invited for an interview or if there be any queries regarding your application.
2. **Resume or curriculum vitae:** Must be current and include your relevant personal details, qualifications, work history plus relevant work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions. The details of your academic qualifications should identify the institution, certificate number and date of issue. You should also include details of any ongoing professional development.
3. **Statement of claims against the selection criteria:** usually a 1-2-page document that demonstrates how your skills, experience and qualifications directly align with the selection criteria for a role. The selection criteria can be found under point 8 of the position description.
4. **Referees contact details:** Your Resume or Curriculum Vitae must include the names and contact details of at least two referees who can confirm your work history. Referees may be contacted to verify your claims in relation to your prior work performance. Please do not submit original references as these will not be able to be returned.
5. **Qualification(s):** Certified copies of your qualification(s) or academic records of current studies must be attached to your application. Please do not submit original certificates of your qualifications or academic records as these will not be able to be returned.
6. **Certification form:** Please ensure the certification form is signed and submitted with your application.



Lodging your Application

1. Your application must be marked “**Confidential – quoting the Position you are applying for**”.

Submitting Application: Applications must be emailed to recruitment@ravensthorpe.wa.gov.au.

2. Applications must reach the Shire of Ravensthorpe Office before the specified closing date and time.
3. Applications must have all the required documentation to be considered.
4. Please note all applications received will be acknowledged and all applications received will become the property of the Shire of Ravensthorpe and cannot be returned to unsuccessful applicants.

Interview Process

If you are shortlisted for an interview you will be contacted by telephone or email during office hours to arrange your participation in the process. The Interview Panel will generally consist of at least three people.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Initially, the reference checks will be limited to your nominated referees and you should ensure they are aware that contact may be made with them to confirm your employment history. The Shire of Ravensthorpe reserves the right to make reference checks of the preferred applicants but will not contact any current employer unless your prior approval has been obtained.

Preferred Applicant

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory Pre-employment Medical Report, Clear Drug and Alcohol Test results from the Shire of Ravensthorpe's nominated Medical Practitioner (at the Shire of Ravensthorpe's expense).
- Produce a National Police Clearance not more than 3 months old. A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of a current Western Australian motor driver's license.
- Documented evidence of legal entitlement to work unrestricted in Australia (if relevant).
- Produce original or certified copies of all relevant qualifications and licences.

Unsuccessful Applicant

All applicants will be notified of the outcome of the recruitment process once it has been finalised.



Certification Form

Applicants Declaration, Authorisation and Waiver

As the applicant I certify that:

The information contained in my application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Shire of Ravensthorpe reserves the right to verify all information in my application and if any material or statements are deemed false or misleading this will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Ravensthorpe, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained within my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

I acknowledge and understand that, if I'm successful in gaining employment with the Shire of Ravensthorpe, I'm required to sign and/or have witnessed the following documents:

- Acceptance of the Shire of Ravensthorpe Contract of Appointment.
- Shire of Ravensthorpe Code of Conduct.
- Position Description for the appointed position.
- Secondary Employment Declaration.
- Memorandum of Understanding in relation to current Drivers Licence (if relevant).

.....
Signature of Applicant

.....
Printed Name of Applicant

.....
Date

Please Note:

The Shire of Ravensthorpe undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the Application and determining the Applicant's suitability for the position.

Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose of selecting the suitable Applicant.



Payroll Officer

Part- Time- 19 hours per week

Total pro-rata salary package range between \$90,231pa and \$98,364

About the role

We have an exciting opportunity for a reliable and detail-oriented individual to join our team as a Payroll Officer. The Payroll Officer will provide a wide range of financial and administration services and be responsible for the accurate and timely processing of fortnightly payroll for approximately 55 employees. This includes the processing of timesheets and leave applications, superannuation, taxation requirements and payroll reconciliations, ensuring all payroll activities are completed accurately and in accordance with relevant legislation and requirements.

The successful applicant will have previous experience in payroll processing and demonstrate a high level of attention to detail, accuracy, confidentiality and integrity. You will have an understanding of contemporary HR practices and employment legislation, with the ability to interpret and apply Modern Awards and Enterprise Bargaining Agreements. Strong organisational and time management skills, excellent communication and administrative skills, and the ability to work independently while contributing positively to a small team are essential.

Potential applicants are encouraged to contact Bethany Goss, HR/Payroll Manager by calling on (08) 9839 0000 to discuss the requirements and opportunities for this position.

Conditions

Applicants must have or be willing to successfully obtain:

- Completed human resources qualifications or equivalent work experience and/or studying towards obtaining a human resource qualification.
- Demonstrated experience working in a payroll environment.
- Current "C Class" Drivers Licence.
- Current National Police Clearance.
- Pre-employment medical including drug & alcohol test, hearing test & musculoskeletal test

What's in it for you?

A pro-rata total salary package will be offered dependent on qualifications, skills and experience as per the Ravensthorpe Enterprise Bargaining Agreement 2023.

There are lots of benefits to taking up a role with SOR

- A competitive, Enterprise Bargaining Agreement-based salary with annual increments
- 12% superannuation
- Additional 5% superannuation with co contributions
- \$114 per week pro rata allowance for full and part-time employees residing within the Shire, to assist with the living costs associated with living in an isolated area
- Two additional days of leave per year (local government holidays)
- 5 weeks annual leave plus 17.5% leave loading
- Free Gym and Pool season pass for all full and part-time employees
- Free Annual Flu shot

Location

The Shire of Ravensthorpe is a local government area of 13,551 square kilometres, in the Great Southern region of Western Australia. The Shire is located on the stunning Fitzgerald Coast region and is the year-round gateway to one of the largest and most botanically significant National Parks in Australia, the Fitzgerald National Park. Home to the internationally recognised Fitzgerald Biosphere, it is also bordered by the newly created South Coast Marine Park. The area is often described as an undiscovered wilderness, encompassing the settlements of Ravensthorpe, Hopetoun, Jerdacuttup, Munglinup and Fitzgerald, the shire is located five hours south east of Perth, two hours west of Esperance and three hours east of Albany.

The Shire has a population of 2,085 (2021) and is a beautiful and family friendly place to settle that offers a healthy lifestyle, the Shire of Ravensthorpe is made up of strong communities, with locals who are passionate about agriculture, art, wildflowers, history, the environment, sport, fishing and recreation. The primary industries include farming, tourism and mining.

How to apply for this position

To be considered for the role, applicants **must** provide the following:

- A current resume outlining your employment history and professional learning summary relevant to this position
- A covering letter outlining your suitable experience for the position and why you are interested in this field of work.
- A statement of claims addressing the selection criteria in the position description.
- The contact details of two (2) work related referees who can attest to the claims made in your application. It is preferable for one of your referees to be your current Supervisor or Manager.

Applications can be emailed to recruitment@ravensthorpe.wa.gov.au or posted to PO Box 43, Ravensthorpe WA 6346, addressed to the Chief Executive Officer, Shire of Ravensthorpe and marked Confidential –Payroll Officer **no later than 4pm Friday 4th September, 2026.**

Supporting a diverse workforce

The Shire of Ravensthorpe is a family friendly and equal opportunity employer committed to workplace equality and diversity. We value the unique diversity that Aboriginal and Torres Strait Islander people, people with disability, people from culturally diverse backgrounds, and members of our LGBTQIA+ community, women and youth bring to our workforce.

We strongly encourage people from diverse backgrounds to apply.

People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.

Nicole O'Neill
Chief Executive Officer

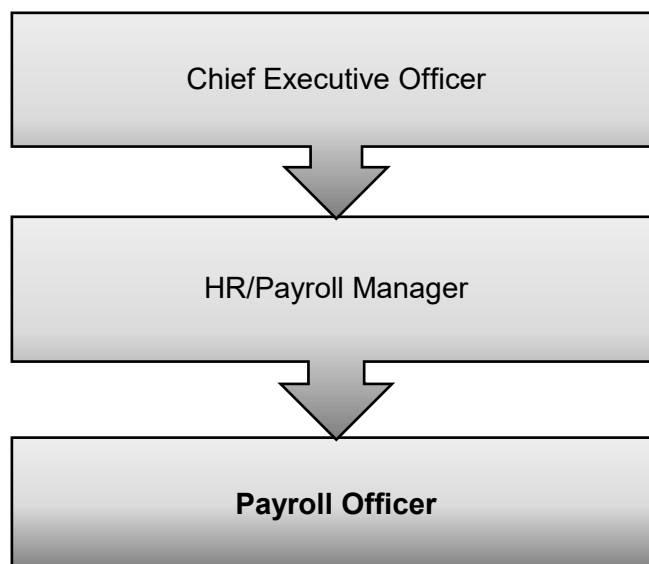
SHIRE OF RAVENSTHORPE

Position Description



Position Title:	Payroll Officer	No: 19
Directorate:	Executive Services	
Reporting to:	HR/ Payroll Manager	
Award:	Local Government Officers' (Western Australia) Award 2021, and the Municipal Employees (Western Australia) Award 2021.	
EBA Band Level	Status	Hours per week
4	Part Time	19
Workplace Address:	(a) Shire Administration Office 65 Morgans Street, Ravensthorpe. (b) Work location may change in accordance with the needs of the organisation, roles and responsibility changes of this position or emergency situations as directed.	
Probationary Period:	Six (6) months' probation period (or as negotiated but not more than six (6) months, refer to contract).	
Performance Review:	Conducted annually or as determined by Shire Policy/Procedure.	

1. Reporting Organisational Structure



2. Organisational Values

Honesty: We are upfront, sincere and open in all of our actions.

Communication: We share information clearly, so everyone knows what is happening.

Respect: We treat everyone with fairness and value their contribution.

Integrity: We do the right thing and stand by our commitments.

3. Position Purpose and Objectives

To perform a wide range of financial and administration services to process payroll in an accurate and timely manner and provide confidential backup support to HR & Customer Service as required, while fostering a positive team environment.

4. Principle Responsibilities and Duties

- Undertake appropriate pre-start processes in accordance with Occupational Health and Safety Regulations for any equipment allocated to this role.

Payroll

- Assist with maintaining employee files with personnel classification, rates of pay, leave entitlements (annual, sick, personal, long service, time in lieu), deductions and superannuation.
- Respond to employee queries.
- Prepare and certify payroll in accordance with statutory requirements.
- Ensure the HR/ Payroll Manager or authorised persons checks payroll reports and signs off before final payment processing.
- Ensure payslips are provided to all employees (email or paper copy) in an accurate and timely manner.
- Process superannuation after each pay cycle.
- Prepare the Payroll Reconciliation for sign off by the HR/Payroll Manager.
- Submit the Altus tax reports.
- Prepare and balance group certificates for signature by authorised officer.
- Assist with the preparation of government statistical employment returns.
- Ensure that authorised deductions are made from employees pay and that amounts deducted are remitted by the due date to payee.
- Process allocations of labour, materials and plant to the costing system.
- Assist with processing workers compensation claims.
- Interpret relevant award terms and conditions to ensure payments are correctly made to employees in line with their employment contracts and the award.
- Interpret and process manual timesheets in the payroll system and refer any discrepancies or queries to the relevant supervisor or employee.
- Ensure Employment Contracts and other pertinent employee documents are retained on employee files.
- Calculate and prepare termination pays for departing employees.

Human Resources

- Maintain Integrity and recording of Personnel documents and files both on Synergy and hard copies.
- Support the Human Resources team in the creation and roll-out of human resources projects.
- Assist in the development and review of human resources practices, procedures and position descriptions.
- Draft and issue correspondence relating to payroll or HR matters.
- Produce workers compensation wage reimbursement forms quarterly and send to Debtors Officer.
- Assist with registering traineeships and processing of incentive claims.
- Provide assistance to the HR/WHS Officer to ensure employee records and certifications are up to date on SiteDocs.

Customer Service

- Provide backup support when required.

Other

- Any other duties consistent with the level of this position and the principles of multi-skilling within the statutory services.

5. General Accountabilities

Occupational Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all Occupational Health and Safety Policies, Procedures and Practices.
- Be a team player and maintain a realistic level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe national privacy principles and privacy legislation.
- Ensure all work is carried out in accordance with the Shire's Safety and Risk Management Framework.
- Create and submit SiteDocs forms as directed by the Shire to ensure Regulatory compliance

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Always be supportive of management policies and procedures with regards to the Shire's vision, goals, interpersonal relationships and the Shire's Code of Conduct.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, and other shire services.
- Exercise a high level of interpersonal skills in dealing with the public and others.
- Provide a positive personal contribution in the exchange of information between team members, across business departments and with customers.

- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, external organisations and customers.

Human Resources

- When required and/or directed, relieve positions within the Directorate during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure annual performance reviews are undertaken on time and within the scope of the Shire's Performance Review Policy / Procedure.

Compliance Adherence

- With all relevant legislation, policies, procedures, the Shire's Code of Conduct and Guidelines.
- That all documentation is appropriately recorded and stored.
- With software licence requirements.
- To the *State Records Act 2000* and the Shire's record management systems.

6. Organisational Relationship

Reporting to:

- HR/Payroll Manager

Internal Stakeholders

- Chief Executive Officer;
- Executive Management;
- Senior Officers;
- Works Supervisor and employees; and
- Other relevant internal stakeholders.

External Stakeholders

- Council Elected Members; and
- Relevant external stakeholders, government authorities and departments.

7. Judgement and Delegation

Judgement

- This position reports directly to the HR/Payroll Manager.
- This position has full autonomy within roles and responsibility.
- Makes decisions relevant to areas of responsibility which are governed by clear guidelines.
- Demonstrates a level of judgement to ensure all work practices, standards, procedures and guidelines are adhered to.
- Demonstrates a high degree of judgement, initiative, confidentiality and sensitivity.

Delegation

- Administer Shire Policy as per Delegation.
- Adhere to Shire Local Laws as per Delegation.

- Purchase goods and services as directed as per Council Policy Delegation.
- Any other delegations as per the Delegation Register.

8. Selection Criteria

Qualifications

- Completed human resources qualifications or equivalent work experience and/or studying towards obtaining a human resource qualification.
- Current “C Class” Drivers Licence.
- Current National Police Clearance.

Knowledge and Experience

Demonstrated experience in:

- Working in local government or a government agency;
- working in a payroll environment and well developed understanding of payroll practices.
- Interpreting award and employment conditions into a payroll framework;
- A financial administration position utilising computerised accounting software;
- Ability to effectively manage time and willingness to work as an integral part of a small, efficient team, with a keen desire to “get the job done properly, the first time”;
- Keeping abreast of changes to taxation and employment legislation and regulations to ensure payroll data and processing is accurate;
- Keeping all filing of documents up to date and accurately filed either manually or the Shire’s electronic record keeping system as per procedures and regulations; and
- Ensuring all payroll payments to external bodies are made on time and accurate.

Demonstrated knowledge of:

- Human Resources functions and best practices.
- The Fair Work Act and an ability to interpret and resolve employment contractual matters from a payroll perspective;
- Ability to seek expert advice on industrial relation matters from appropriate external service providers or refer matters to the Chief Executive Officer; and
- Reporting and payment of appropriate superannuation as per legislation and regulations of the superannuation fund provider.

Skills

- Sound computer skills e.g. Microsoft, record management systems and accounting systems.
- Well-developed computer skills working with accounting and/or payroll systems;
- Effective interpersonal, verbal and written communication.
- Effective time management.
- Excellent customer service.
- Well-developed negotiation and conflict resolution skills.
- Well-developed decision making and problem solving skills.

Essential

- Undertake and pass a full medical including drug and alcohol testing.