

## Director Payroll Services | Full-time Permanent

Apply Now

Company: Chief Minister, Treasury and Economic Development

Location: Australia

Category: other-general

**Closes: 03 May 2024**

**Classification:** Senior Officer Grade B

**Salary:** \$140,226 - \$157,418 plus superannuation

**Position No:** 37505

**Directorate:** Chief Minister, Treasury and Economic Development

**Advertised (Gazettal date):** 19 April 2024

**Contact Officer:** Malcolm Mullavey on [Malcolm.Mullavey@act.gov.au](mailto:Malcolm.Mullavey@act.gov.au) or (02) 6205 1677

**Details:** The Shared Services Payroll team is seeking an experienced payroll professional to perform in the Payroll Director roles.

The Payroll Director position oversees the payroll teams responsible for the timely and accurate processing of fortnightly payroll to ACT Government employees. The Director works closely with the Executive Branch Manager and Senior Director, multiple directorate HR units, key stakeholders and customers to achieve quality service delivery outcomes.

The primary tasks are to:

Lead, motivate and manage a large, diverse and multi-layered team engaged in complex payroll processing operations. The Director has overall accountability for successful delivery of the team's outcomes, by providing subject matter advice and strategic guidance as well as driving a high performing learning culture.

Instil a positive customer service culture in the team by developing and maintaining productive and influential working relationships with team members and a range of key

stakeholders including clients and senior staff.

Manage and resolve escalated payroll and/or system issues and other related Human Resources matters, through interpretation and application of industrial frameworks, legislation, policies and procedures, and analysis of legal advice.

Support and work collaboratively with senior managers to drive policy and processes that support a sound internal control environment, including risk mitigation.

Lead change through a payroll transformation and improvement program through system enhancements and associated business processes.

The ideal candidate would be a highly motivated team player who has a demonstrated ability to successfully lead a team and is comfortable working in a high-pressure environment with tight deadlines and contributes to a positive and inclusive working environment. The successful candidate should also have a good working knowledge of pay and conditions of employees.

If this sounds like you, please review the position description and follow the instructions to apply for the role. We look forward to hearing from you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

**Notes:** Selection may be based on application and referee reports only.

**How to Apply:** Please provide a pitch of no more than 2 pages.

**Applications should be submitted via the Apply Now button below.**

#LI-DNI

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