

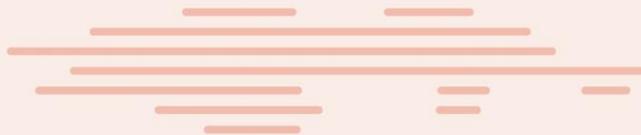


**Brighton
Council**

Position Profile
Payroll & Rates Officer

MAY 2025

Brighton
going places



We acknowledge the traditional owners who once walked this country: the Mumirimina people.

The Mumirimina belonged to the Oyster Bay tribe. This was the largest tribe in Tasmania and covered 8000 square kilometres. kotalayna levee in Brighton was a significant meeting place where hundreds of generations of Aboriginal families hunted, gathered, corroboreed, camped and traded.

In the course of colonisation, dispossession of the Mumirimina was early, rapid and extensive.

We acknowledge the Tasmanian Aboriginal Community today as the continuing custodians of this land, and pay our respects to Elders past and present.

Through our words and actions we strive to build a community that reflects and respects the history and hopes for all the people of Brighton.



Payroll & Rates Officer

Applicants **must** address the specified selection criteria.

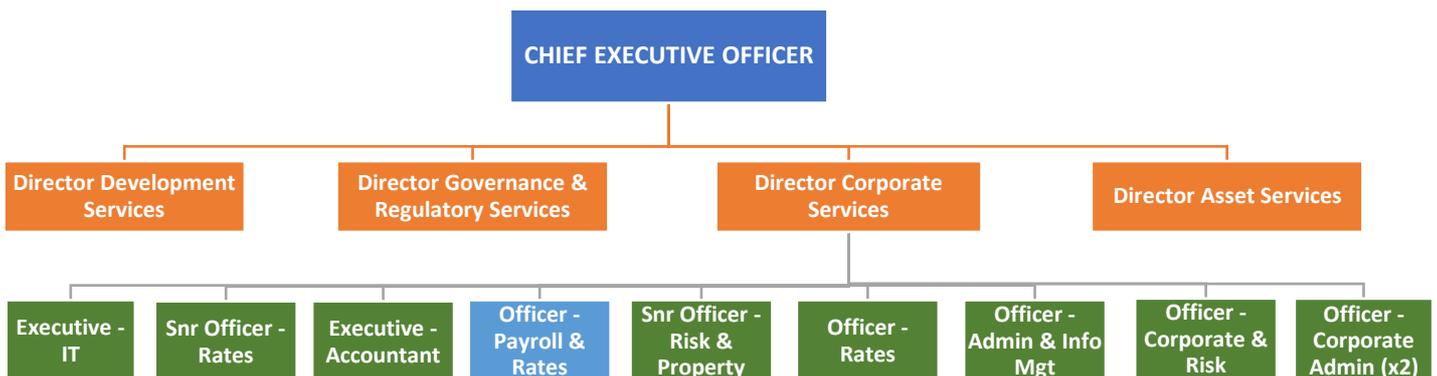
The Position

- Attractive salary package based on qualifications and experience
- 15.5% Superannuation (from 1 July 2025)
- Flexible and family-friendly working arrangements
- Generous corporate fitness and wellbeing programs
- On-site parking (free)
- Learning and development programs
- Paid parental leave
- Free annual flu vaccinations
- Supportive team culture
- Employee Assistance Program

Selection Criteria

To ensure that your application is considered you **must** address the **selection criteria** which can be found on **page 7 of this document**, please include your resume, along with two current referees.

Organisational Structure for the Position



Duty Statement – Payroll & Rates Officer

General Conditions of Employment

1. The general conditions of employment will be in accordance with Council’s Enterprise Agreement.
2. Salary: Administrative Level 4: \$80,810 to \$89,885 (pro-rata) and will be negotiated with successful applicant and will be dependent on qualifications and experience.
3. The hours of the position are part-time: three (3) days per week – Monday, Tuesday and Friday is preferred; however, we would be willing to negotiate with the successful candidate.

Typically, the working hours are from 8.15am to 4.45pm (30 minutes lunch).
4. The position will be based at the Council Offices, 1 Tivoli Road, Old Beach – with free staff parking available on-site.
5. The appointment is subject to successful completion of a six (6) month probation period.
6. A current National Police (Fraud) check, health assessment and reference checks will be requested and organised by Council prior to commencement of employment.
7. Applications for the position close at 7.00pm on **Sunday, 15 June 2025** and should be addressed to:

CHIEF EXECUTIVE OFFICER
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030
Email to: jobs@brighton.tas.gov.au

To ensure that your application is considered you **must** address the selection criteria and include your resume, along with two current referees.

Position Description – Payroll & Rates Officer

Position Title:	Payroll & Rates Officer	Department:	Corporate Services
Position No:	483	Program:	Administrative
Employment Type:	Part-Time	Location:	Brighton Council 1 Tivoli Road OLD BEACH TAS 7017
Award:	Brighton Council Enterprise Agreement		
Classification:	Administrative	Level:	4

POSITION OBJECTIVE:

- The role is responsible for ensuring the timely and accurate processing of the fortnightly payroll in accordance with Council’s Enterprise Agreement, and to provide support to the Director and Corporate Services personnel.
- To actively participate as a team member in the Corporate Services Department, performing all responsibilities and duties efficiently and drawing upon advice and guidance from the Director and Senior Management where appropriate.

ORGANISATIONAL RELATIONSHIP:

Reports to:	Director Corporate Services
Supervises:	Nil
Internal liaisons:	All Brighton Council Staff; Councillors
External liaisons:	General public; Government departments & agencies; Statutory Authorities and other Councils; community organisations; local business; professional organisations and suppliers of goods and services.

KEY RESPONSIBILITIES:

SPECIALIST SKILLS AND KNOWLEDGE	DUTIES
Payroll	<ul style="list-style-type: none"> • Review timesheets and leave requests that are submitted to formally process the fortnightly pays for Council. • Ensure statutory compliance when calculating and processing higher duties, back pay, advance pay and tax adjustments for additional hours, as well as calculating and processing monthly Payroll Tax and reconcile annual Payroll Tax. • Calculation and reconciliation of fortnightly superannuation and tax payments in accordance with statutory requirements (i.e. processing PAYG, superannuation and deductions for payment in Xero). • Raising invoices to other local government agencies for resource sharing hours in Xero. • Provide high level customer service in resolving payroll enquiries from employees in a timely and accurate manner. • Prepare and distribute periodic payroll reports to the Senior Management Team, including analysis of sick leave and overtime costs to name a few. • Maintain accuracy and confidentiality of employee payroll files while performing general filing and maintenance of records and distributing pay slips to employees. • Assist the Director in the preparation of monthly, quarterly, half year and end of year payroll reports for presentation to auditing purposes. • Identify inconsistencies in payroll activities and advise the Director Corporate Services of possible solutions.
Administrative Support - Rates	<ul style="list-style-type: none"> • Responsible for the acceptance of remittances from customers either in person, over the telephone or inwards daily mail. • Respond to general customer inquiries ensuring that the inquirer is satisfied with the response given or is directed to the appropriate Customer Services Officers.

	<ul style="list-style-type: none"> • Assist the Senior Rates Officer, cashier and other administrative officers within the Corporate Services Department during annual leave and rostered days off (RDO's). • Assist the Senior Rates Officer with direct debits (i.e. queries and change of bank details), including 132 and 337 certificate processing. • Assist the rating section with the preparation and issue of all rates notices and the collection thereof, ensuring the highest possible level of service to all rate payers. • Assist in the maintenance and accuracy of property records for Council. • To follow-up addresses for returned rates notices and other unclaimed accounts when required. • Provide clerical assistance and support to the Director, including liaison and communication with other departments. • Assist in interviewing and responding to public enquires and complaints made in person, written or over the phone as required. • Compile written reports and correspondence for signature by the Director Corporate Services, on various matters as requested. These reports and correspondence may require researching of files, gathering information from other staff members and consultation outside of Council.
Management Skills	<ul style="list-style-type: none"> • Ability to manage time, set priorities, plan and organise ones' work to meet set objectives both internally and externally of the organisation. • Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances. • Sound understanding of management practices and personnel practices related to Workplace Health and Safety and processes in local government.
Interpersonal Skills	<ul style="list-style-type: none"> • Capability to work harmoniously within a multidisciplinary team, fostering an environment of cooperation and mutual respect. • Ability to articulate technical information clearly to non-technical stakeholders, ensuring information provided is understood by all parties involved. • Capacity to gain cooperation and assistance from staff within the department and across Council as required. • Willingness to adapt to new technologies, regulations, and other requirements to ensure ongoing compliance and innovation
Risk Management	<p>An employee whilst at work, shall:</p> <ul style="list-style-type: none"> • Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedures. • Adhere to and assist in the continuous improvement of Council's risk management system.
Customer Service	<ul style="list-style-type: none"> • Ability to promote customer focused service, which promotes a positive image of Council as well as a high level of safety and environmental awareness. • Ensure that a high standard of customer service is maintained to both internal and external customers.
Organisational Responsibilities	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with departmental business plans and budgets. • Support and adhere to Council's policies and procedures, code of conduct and relevant acts. • Actively retain records and documents within Council's electronic content management system(s) relating to Council business as part of their employment. • Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.
Child Safe Organisation	<ul style="list-style-type: none"> • Champion a child safe culture that upholds the National Principles of Child Safe Organisations. • Brighton Council is committed to the safety, wellbeing, and empowerment of all children and young people, and expects all employees to contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

JUDGEMENT AND DECISION MAKING:

- Liaison and cooperation with other Departments to bring about an effective corporate team approach to payroll and associated reporting.
- Accountable for accuracy of specialist information provided to Chief Executive Officer, Senior Management Team, other staff and external customers.

EXTENT OF AUTHORITY:

External Correspondence:	Sign correspondence on behalf of the Director as required
Council Reports:	Preparation of reports for approval by the Director

KEY SELECTION CRITERIA:

1. Tertiary qualifications in Payroll or equivalent, with a minimum of three (3) years demonstrated experience in a similar field, although not essential previous local government experience would be highly desirable.
2. Highly organised with excellent verbal and written communication skills, providing comprehensive payroll management support across the organisation, specifically relating to managing and coordinating pay runs and associated reporting.
3. Demonstrate adaptability in a fast-paced working environment, with proven experience in the provision of high-quality support in areas such as rates management and customer service, coupled with knowledge and understanding of the fundamentals of accounting; OR the willingness to learn in these areas.
4. Proficient in computer literacy, including working with various financial software packages and databases such as Microsoft Excel and Xero.
5. Capable of working effectively within small team environments as well as independently, meeting conflicting deadlines while also satisfying customer expectations.

OTHER LICENCES/ACCREDITATIONS:

- Although not essential, previous experience within a local government rates environment would be highly desirable.
- A current National Police Check (Fraud Check).

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Job Analyst: Director Corporate Services

Date Analysed: May 2025

Approved by: Chief Executive Officer

Date Approved: May 2025

I have read and agree to abide by the requirements of this position description.

Employee Name:

Employee Signature:

Date: