



JOB DESCRIPTION

Job Title:	Human Resources Officer (Payroll)
Job Type:	Full-time
Salary Classification:	NT Christian Schools AO4,1 – AO5,3 scale (6 Weeks Annual Leave)
2019 Salary Range:	\$66,514- \$82,977 Dependent on qualifications and experience Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	NT Christian Schools System Office
Responsible to:	Manager Human Resources and Payroll
Date Advertised:	March 2019

Introduction

All people who work for the NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the Statement of Faith '*What We Believe*'. They should act in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible and good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

General Expectations

The organisation's vision is to be *a Christian community learning together to live life as God intended, offering hope for the world*. Work in the organisation and in its educational communities involves serving and supporting those people for whom the organisation exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The organisation expects its employees to be generous, open, work as a team, effective, efficient, attend to detail and contribute to pleasant and positive working relationships.

Human Resources Department

Primary roles

- Actively protect and promote the vision and mission of NT Christian Schools, and an organisational culture in line with the strategic framework of the company;
- Provide operational advice and support in relation to specific aspects of human resource management services;
- Proactively provide human resource assistance within workforce projects;

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- Coordinate with and provide assistance to other Finance staff to ensure the efficient operations of the payroll function and to achieve the overall strategic objectives. ;
- Work as part of a team that provides Human Resources services to the NT Christian Schools System Office, and actively participate in the team's work to build and sustain positive relationships with team members and the broader organisation;
- Provide administrative support to the System Office as requested by the Manager Human Resources and Payroll.

Key areas of responsibility

- *Human Resources*
 - Work as a member of the HR team, under the direct supervision of the HR Manager and in conjunction with the Policy Development & Executive Projects Officer;
 - Understand the legislative frameworks, acts, awards, and implications of policies and procedures for human resource management;
 - Provide well informed advice to ensure that procedural activities promote current human resource best practice and enhance the effectiveness of significant activities;
 - Confidently communicate and use clear and appropriate language for a range of human resource stakeholders across the organisation;
 - Utilise, develop and maintain a range of recording and tracking tools that support staffing, learning and development, recruitment, and payroll processes;
 - Provide administrative support for staff PD events including 'Induction' and 'Over the Top' conference, as requested;
 - Participate in regular Human Resources team meetings;
 - Any other duties as directed by the Human Resources Manager.
- *Payroll*
 - Take responsibility for all payroll related matters, i.e. processing payroll and superannuation, checking staff leave forms and time sheets, calculating and processing all salary adjustments including back-pays and authorised deductions, preparing pay summaries, and assisting in maintenance of all payroll data and reports preparation;
 - Provide effective solutions to administrative payroll issues and undertake research and provide advice to managers as required.
 - Ensure that quality customer service is provided by processing the fortnightly payroll in a timely and accurate manner.
 - Ensure that practices and procedures in payroll comply with all statutory requirements and any applicable industrial awards.
- *Other duties*
 - Assist in the data management process;
 - Assist in the recruitment and staff learning and development processes as required and;
 - Perform any other duties as required by the CEO or delegate.

Selection criteria

- *Essential*
 - A committed Christian actively involved in your local church;
 - Ability to reflect and express our organisation's purpose, statement of Faith '*What We Believe*' and vision in the workplace;
 - Present a friendly, welcoming and pleasant manner (face to face and phone), and demonstrate exceptional people skills;
 - Ability to engage with and represent a complex and multi-faceted organisation;

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- High level interpersonal language skills and accuracy in written and spoken communication;
 - High level of numeracy skills and good general knowledge of accounting procedures;
 - Competent level of computer literacy and keyboard skills; experience and sound familiarity with Payroll systems eg: Attaché, MAZE;
 - Willingness to learn and ability to grasp concepts quickly;
 - Capacity to be a constructive member of a cohesive team while showing initiative and reliability to work unsupervised;
 - Ability to maintain confidentiality;
 - Current NT Working with Children Clearance (Ochre Card);
 - Recent Criminal History Check (issued within the last 12 months);
 - Relevant qualification or demonstrated experience in Human Resources, Business or related field.
- *Desirable*
- Qualification and/or experience in Human Resources and Payroll
 - Driver's licence