



## POSITION DESCRIPTION

### Records and Payroll Officer

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<b>Position Number:</b>	PD 1060	
<b>Directorate:</b>	CEO	
<b>Division:</b>	Human Resources	
<b>Supervisor:</b>	Manager Organisational Development and Change	
<b>Classification:</b>	Level 9 to Level 1	
<b>Tenure:</b>	Fixed Term / Fixed	<b>Hours of Work:</b> 76 hours per fortnight
<b>Primary Location:</b>	Wurrumiyanga	

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#### Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

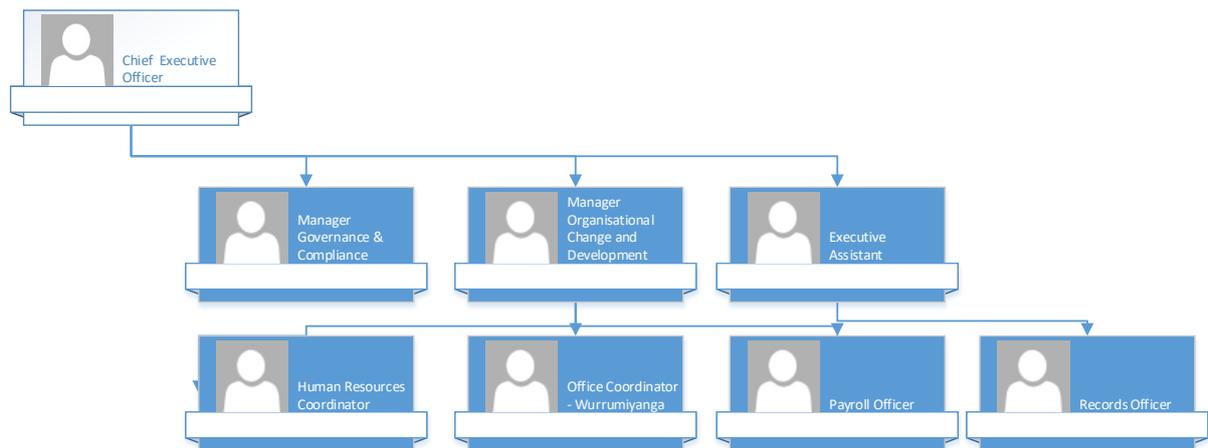
#### Position Purpose

The Records and Payroll Officer support to the HR Coordinator and HR Manager. As part of the human resources team, Records and Payroll Officer ensure that workplace needs are being met in the form of benefit records management, payroll and HR disciplines.

#### RESPONSIBILITIES

The Records and Payroll Officer is responsible for the effective management of Council Records and processing payroll.

## Reporting Structure:



## Payroll and Benefits Administration

- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Answering payroll questions
- Facilitating resolutions to any payroll errors
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment
- Store payroll records securely
- Performing payroll and benefits audits and recommending any correction action

## Record Maintenance

- Maintaining all Council documents and MagiQ database
- Updating and maintaining employee records and identifications
- Maintaining confidential records related to grievances, performance reviews, and disciplinary actions
- Performing file and contact audits to ensure that all required employee documentation is collected and contracts are up to date.

## **SELECTION CRITERIA:**

### **Essential**

- Must have a tertiary qualification in HR, Records management, Accounting or Finance.
- Minimum two years' experience in above areas of expertise
- Ability to work with minimum supervision and ability to use initiative
- Excellent attendance
- Demonstrated ability to undertake duties in an ethical manner and adhere to confidentiality provisions
- Demonstrated high level of computer skills especially advance skills in MS Excel
- Demonstrated experience in Tech 01 payroll system and MagiQ records management system
- Experience in handling client enquires and ability to resolve issues

### **Desirable**

1. Previous experience working in indigenous organisations and remote communities.
2. Valid Driver License