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Expiring



Manager, Payroll Systems and Workforce Reporting

Victorian Government • Melbourne CBD VIC

This job has expired

SHOW SIMILAR JOBS



Base pay
Undisclosed



Work type
Full Time



Contract type
Contract

Skills

CONTINUOUS IMPROVEMENTHRHRSYSTEMSLEADERSHIPOPERATIONSPAYROLL

Full job description

Manager, Payroll Systems and Workforce Reporting

- * \$124,033 – \$165,983 (Plus Superannuation)
- * Fixed Term / 12 months with possibility of extension
- * Usual hours of work: Full Time (flexibility may be available)
- * Usual work location: 1 Spring Street, Melbourne (flexibility may be available)

The position of Manager, Payroll Systems and Workforce Reporting forms a part of the People & Culture branch within Corporate Services Group.

The Manager Payroll Systems & Workforce Reporting provides development and day to day leadership to a small team of administrators, monitors performance and strives for best practice in the delivery of the payroll systems for the Department of Transport (DOT), Department of Jobs, Precincts and Regions (DJPR) and their associated portfolios.

This role is responsible for the co-ordination of the technical support of the HR/Payroll Information Systems, driving the delivery of quality workforce data and the implementation of payroll related projects such as Machinery of Government (MOG) changes for both Departments, improvement programs, payroll related legislative changes and payroll system upgrades.

Reporting to the Director, HR Systems & Services, the key accountabilities of the role:

- * Lead and provide direction to the payroll systems and workforce reporting team to ensure the effective delivery of outcomes and promote continuous improvement, building strong and collaborative relationships across the department and a positive team culture.
- * Manage HR/Payroll Information Systems administration and continue to review configuration and process design, identifying opportunities for enhancements and ensuring system integrity, availability and the provision of a superior service to the departments.
- * Oversee the department's workforce reporting function and collaborate across CSG to provide a high-quality reporting service that effectively supports the business.
- * Provide high-level advice to the Director, HR Systems & Services on automation, processes, business development issues, trends, threats and opportunities across the payroll systems.
- * Manage and monitor budget expenditure in the areas of payroll system operations to ensure compliance with the designated budget.

For a confidential discussion, please call Margaret Raczynski, Director HR Systems & Services via email - Margaret.raczynski@ecodev.vic.gov.au

Successful candidates will be required to undergo a National Police Records Check prior to commencing employment with the Department.

For further information on the position, please refer to the attached position description.

How to Apply

Please click the 'Apply Now' button. As part of the application process, you will need to provide a copy of your resume and answers to two questions listed on the application form.

Applications close at midnight on 31 January 2021.

CLOSE

Job details



Expired On
2 Feb 2021



Originally posted on
15 Jan 2021



Expiring date
2 Feb 2021



Category
HR & Recruitment



Occupation
Management – Internal



Base pay
Undisclosed



Contract type
Contract



Work type
Full Time



Job mode
Standard/Business Hours



Sector
GOVERNMENT



Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT