

## Payroll Manager

<b>Title:</b> Payroll Manager	<b>Reporting To:</b> Chief Financial Officer
<b>Business Unit:</b> Portfolio of the CFO	<b>Classification:</b> HS6

### Position Purpose:

Oral Health Victoria (OHV) is the leading public oral health agency in Victoria. We aim to improve the oral health of all Victorians, particularly vulnerable groups, and those most in need. OHV is funded by the State Government to provide clinical dental services to eligible Victorians. As trusted advisors in public oral health policy and program and guideline development, we continue to contribute to improving oral health in our communities.

The portfolio of the Chief Finance Officer (CFO) includes payroll, finance, logistics, facilities and technical services support.

As part of the CFO Portfolio, the Payroll Manager is responsible for the end-to-end management of payroll operations, ensuring accuracy, compliance, and timely processing of all payroll activities. In addition to core payroll management duties, this role leads payroll transformation projects, including process improvement, system upgrades, and digital innovation. The position plays a key role in modernising the payroll function, enhancing efficiency, and delivering a high-quality employee experience.

### Our Values:

We are Accountable | We are Respectful | We are Collaborators | We are Innovators

## Relationships

<b>Reports to</b>	CFO
<b>Direct Reports</b>	Payroll Lead Payroll Officers (2)
<b>Peer relationship within team</b>	Senior Accountant Finance Manager Director FPA Executive Director Corporate Services
<b>Internal key stakeholder relationships</b>	Finance Team HR Team IT Department
<b>External key stakeholder relationships</b>	Department of Health (DoH) Department of Treasury & Finance (DTF) Internal & External Auditors External Payroll vendors Regulatory authorities

## **Role Accountabilities:**

### **Role Specific**

#### **Payroll Operations**

- Oversee and manage end-to-end payroll processing for all employees, ensuring accuracy and compliance with legislative requirements.
- Maintain and update payroll systems, records, and reports.
- Manage payroll audits and liaise with external auditors.
- Ensure timely and accurate payment of salaries, benefits, superannuation, and statutory obligations.
- Resolve complex payroll queries and issues.
- Manage payroll reconciliations and reporting for finance and HR teams.

#### **Transformation & Process Improvement**

- Lead payroll transformation projects, including system implementations, upgrades, and process re-engineering.
- Identify and drive opportunities for automation and digitisation within payroll operations.
- Develop and document new payroll processes and procedures.
- Partner with IT, HR, and Finance teams to integrate payroll with other systems
- Assess payroll operations against industry best practices and recommend improvements.

#### **Compliance & Governance**

- Ensure compliance with relevant industrial instruments, awards, taxation, superannuation, and employment legislation.
- Maintain up-to-date knowledge of payroll regulations and advise on implications for the business.
- Develop and implement payroll controls and risk mitigation strategies.
- Leadership & Stakeholder Management
- Manage, coach, and develop payroll staff to achieve operational excellence.
- Act as the subject matter expert (SME) for payroll in business projects.

- Build strong relationships with key stakeholders across HR, Finance, IT, and external vendors.
- Communicate change effectively to stakeholders during transformation initiatives.

**Generic:**

- Provide effective leadership, management and talent acquisition, succession planning and talent development within the team. This includes coaching and partnering with direct reports to build and implement myDevelopment initiatives regarding development plans and conducting performance feedback discussions.
- Ensure all new hires within the team participate in all induction activities including completing all compliance eLearning across their first 90 days.
- Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work.
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality.
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the environment by actively participating in the ongoing identification and prevention of risks.
- Maintain a commitment to child safety, equity and inclusion and cultural safety
- Adhere to the OHV Child Safety Framework and Code of Conduct and all other child safe policies and procedures.
- Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work

**Role requirements:****Knowledge – Mandatory**

- Bachelor's degree in business, finance, HR, or related field
- Extensive experience in payroll management, including multiple EBA's.
- Experience leading payroll projects (system implementations, upgrades, or process improvements).
- Strong knowledge of payroll legislation, taxation, superannuation, and reporting requirements.
- Excellent problem-solving skills and attention to detail.
- Proficiency in payroll systems (SAP) and Excel.
- Strong proficiency in MS Office suite of programs
- Knowledge of Freedom of Information and Privacy Acts and processes in relation to payroll data

**Knowledge – Desirable**

- Certified Payroll Professional (desirable).
- Knowledge of OHV, public oral health and the overall health sector.

**Experience – Mandatory**

- Strong leadership experience in managing and motivating a team focused on transactional payroll activities.
- Evidenced experience in strategic analysis and problem-solving
- Proven experience leading payroll transformation projects (system implementations, upgrades, or process improvements).
- Experience in leading change/process improvement initiatives within a unionised environment and involving a diverse range of stakeholders.
- Experience in public health sector financial management and funding processes.
- Significant experience in relationship building, collaborating and managing the expectations of key stakeholder groups whilst providing an outcome that benefits the organisation.

## Leadership Capabilities

<b>Awareness of self and others</b>	The knowledge and understanding of the impact of our behaviours and decisions on ourselves and others.
<b>Communication</b>	Sharing and respectful exchange of information, ideas, data, and views in a timely way through suitable communication method(s).
<b>Strategic and Systems Thinking</b>	A way of understanding the broad context, complexities and connections between the key internal and external drivers that impact on our strategic direction, organisational and team priorities, and consumer outcomes.
<b>Coaching and Mentoring</b>	A way of supporting and guiding our people to learn, grow and perform at their best. It facilitates courage and informed risk-taking. It embeds a mindset of life-long learning and developing staff and colleagues.
<b>Innovation</b>	The process of continual improvement, often by new ways of working. Results in the development and improvement of systems and approaches to support current and future business needs.