

Job Description:

Payroll and People & Culture Coordinator

About the Property Council	The Property Council of Australia is the champion of Australia's largest industry that employs 1.4 million Australians and shapes the future of our cities. Our members include large and small companies which invest, own, manage and develop all forms of property as well as providers of professional services to the industry.
-----------------------------------	--

Position	Payroll and People & Culture Coordinator
Business Unit & Location	National Governance, Sydney
Reports to	CFO Head of Business Innovation Company Secretary, and Head of People and Culture
Direct reports	None

Position Purpose	As a member of Business Innovation and People & Culture teams, our goal is to provide an accessible, customer focused, solution orientated administration and operational service to support the delivery of our core services. You will act as conduit between P&C, Finance and our Payroll third-party provider to facilitate accurate and timely processing of fortnightly and monthly payroll schedules.
-------------------------	---

Relationships	
Key Internal Relationships	People and Culture team Business Innovation team Property Council Executive and staff Executive Assistants and Administration Support
Key External Relationships	Board Directors and Executive Assistants Auditors Members Third-party suppliers including payroll provider, People & Culture providers External reporting agencies

Key responsibilities and tasks		
Key responsibility area	Key tasks	Measure of success
Executive Assistant Duties	Provide executive support to two Executives, the CFO Head of Business Innovation Company Secretary and Head of People and Culture.	Timely and accurate coordination of tasks Confidentiality maintained Professional correspondence prepared in a timely manner

	<p>Provide ad-hoc administration support to the People and Culture and Business Innovation teams.</p> <p>Undertake office management and reception relief duties.</p> <p>Manage busy diaries</p> <p>Manage travel and accommodation arrangements and detailed itineraries. Assist with organising key national meetings (Commercial Management Group and Member Roundtables).</p> <p>Provide administrative and support for your Managers for Board Committees, including preparing agendas, arranging catering and preparing Board reports.</p> <p>Provide administration support to the P&C team on a wide range of people projects and initiatives..</p> <p>Prepare reports, presentations and training materials.</p>	<p>Meetings arranged effectively</p> <p>Current and user-friendly Intranet pages</p> <p>Positive feedback from managers and other key stakeholders</p>
<p>Payroll</p>	<p>Prepare payroll documentation in accordance with third-party provider requirements, including new starters, employee changes and terminations for fortnightly and monthly pay runs.</p> <p>Administer the Payroll and Leave Management System (ESP) and act as the first point of contact for payroll and leave related queries.</p> <p>Support the annual people and culture processes including remuneration and minimum wage reviews. Prepare letters as part of the process.</p> <p>Manage payroll inbox ensuring any requests are responded to in a timely manner.</p> <p>Manager the superannuation portal in conjunction with the Finance Manager.</p> <p>Ensure People and Culture Reports are up to date and maintained with accurate information.</p> <p>Ensure we manage our employees information effectively, safely and securely.</p>	<p>Timely and accurate preparation of payroll documentation.</p> <p>Positive feedback from managers and other key stakeholders.</p>
<p>Recruitment, onboarding & offboarding</p>	<p>Support the administration delivery of the employee journey from onboarding to offboarding.</p>	<p>Quality support provided to P&C team during recruitment, onboarding and offboarding activities.</p>

	<p>Action relevant processes for new starters:</p> <ul style="list-style-type: none"> • Update P&C report. • Administer the systems and processes for background screening, our 90-day onboarding survey, our Reward Gateway benefits hub and our Leave Management system, ESP. • Prepare New Starter Packs and organise Chocolates. • Organise check ins and probation review reminders for the HR Business Partner and Head of People and Culture. • Support IT profile back-end updates. • Update various online resources, including our intranet with current People and Culture information, including new starters information and up to date organisational charts. <p>Action relevant processes for new offboarding departing employees: update P&C report.</p> <ul style="list-style-type: none"> • deactivate ESP and Reward Gateway. • Update super portal • Emailing final payslip to terminated employee 	<p>Positive feedback from P&C team and new starters</p> <p>Timely coordination of P&C new starter requirements</p> <p>The third-party systems information is managed effectively, safely and securely.</p> <p>Employee e-filing is organised promptly.</p>
Reporting	Support P&C team members to collate data for P&C reporting to the Board and Executive Management.	Timely and accurate reporting
Staff recognition	<p>Organise the monthly Birthday event at the Sydney office.</p> <p>Monitor staff anniversaries - advise managers of milestones and arrange suitable gifts.</p> <p>Provide list of anniversaries, milestones, new starters and birthdays for Sydney monthly morning tea and Town Halls.</p>	Positive feedback from manager and other key stakeholders
Finance	<p>Prepare invoices and receipts for processing by Finance.</p> <p>Timely management of credit card and expense claim reconciliations of CFO and Head of P&C</p>	<p>Up-to-date and accurate financial records</p> <p>Expenses submitted in a timely manner</p>
Continuous Improvement	Develop and maintain documentation of operational procedures for the payroll and People and Culture activities.	<p>Ability to meet deadlines through periods of procedural change.</p> <p>Number of initiatives identified and the relative benefits of each in terms of</p>

	<p>Analyse processes and provide input/lead continuous process improvement initiatives.</p> <p>Work closely with staff to implement and standardise processes to ensure maximum efficiencies.</p>	quantitative and qualitative improvements.
People and Culture	<p>Proactively champion and role model a one-company culture and our company values.</p> <p>Promote a high performance and accountability culture.</p>	Consistent demonstration of an energised, collaborative, positive and ownership mindset.

Requirements including essential criteria

Experience and skills	<p>Minimum 3-5 years' experience in an HR or Payroll position in a professional customer service environment.</p> <p>Takes the time to listen, be patient in interactions and acts with a service mindset.</p> <p>Adapts communication style and medium to suit message and audience. Ensures messages are communicated to appropriate parties in a timely fashion.</p> <p>Ability to thrive in a fast paced and energetic environment.</p> <p>High attention to detail, strong analytical and problem-solving skills and the ability to multi-task.</p> <p>Pro-active approach and can-do attitude in the resolution of issues.</p> <p>Demonstrates strong customer service and communication skills and approaches every activity with a customer focused lens.</p> <p>Ability to work in a structured manner with well-developed planning, prioritisation, organisational and time management skills.</p> <p>Proficient in Microsoft Suite and sound knowledge of data bases and development of presentations.</p> <p>Maintains a professional manner in all aspects of work.</p>
------------------------------	--