



People and Culture Officer

DEPARTMENT: People & Culture
POSITION TITLE: People & Culture Officer (Payroll Officer)
RESPONSIBLE TO: People & Culture Manager

POSITION STATEMENT:

The People & Culture Officer is required to provide accurate and timely processing of organisations' payroll. The incumbent will assist with planning, organisation and co-ordination of the organisations' payroll and HR function to ensure regulatory and legislative requirements are met.

The position requires the person to have an excellent eye for detail and a strong customer service focus. The ability to think laterally and be innovative in work practices is vital to meet the demands of this role.

The position requires the incumbent to have ability to work with minimum supervision.

KEY RESPONSIBILITIES:

- Assist in the effective implementation of People and Culture strategies as directed by the Manager of People and Culture.
- Process payroll in accordance with payroll guidelines, policies and procedures on a daily, weekly, monthly and annual basis (including VHIA updates and instructions).
- Assist in the administration for all requirements in regards to centralised recruitment and selection for all positions including locums/agency staff where required (excludes Medical Practitioners).
- Supporting the employee induction program in accordance with policies and procedures and improve processes where identified.
- Provide high level advice to the Executive team, Managers and Team Leaders on all People & Culture policies, procedures and any other related issues.
- Provide support with investigations and discipline processes as required.
- Provide dashboard data as required e.g. annual leave, absenteeism and performance management.
- Assist in the management of Work Cover claims and return to work programs.
- Provide administration support regarding the professional development/education for all employees, managers and executive of MTHCS as required.
- Review People & Culture policies and procedures as required and by the review date.
- Identify improvements and initiatives that can be applied to all tasks within the role, monitoring and maintaining processes to a high standard.
- Respond to staff on People & Culture enquires including but not limited to payroll queries
- Other duties as directed.

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Our Vision

To be a leading rural health service – innovative, responsive, and sustainable – providing high quality care across early years, aged care, and community health, guided by the evolving needs of our community.

Our Mission

We deliver health and wellbeing services across every stage of life, fostering thriving, resilient communities, and a workplace culture that values and supports our people.

Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

MTHCS Values



- **Accountability:** We define our expectations and are accountable for our actions.
- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values (For further information on the Public sector values, please refer to page 5 of this document).

Mallee Track Health and Community Service is a smoke free workplace

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KEY SELECTION CRITERIA:

Essential:

- Certificate IV in Human Resources or relevant experience.
- Advanced computer and data entry skills.
- Advanced decision making and problem solving skills.
- Excellent written and spoken communication skills with the ability to communicate and build relationships with others
- Attention to detail
- Ability to work to deadlines.
- Understanding of payroll legislation and processes i.e. tax, superannuation.
- Ability to interpret awards and relevant legislation.
- Payroll system knowledge and experience.
- Current drivers licence
- Current Police Check

Desirable:

- Understanding of human resources management principles
- Understanding of document and data control principles.
- Ability to create, review and supply policies and procedures.

Child Safe Organisation

Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

Occupational Health and Environmental Safety

All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Agree to abide by all of MTHCS infection prevention and control policies and procedures
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

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Acknowledgement

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: _____ Date: ____/____/____
Staff Member

Print Name: _____

Signed: _____ Date: ____/____/____
Manager / Executive

Print Name: _____

cc: Personnel **Public Sector Values**

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