

POSITION DESCRIPTION

Position: Payroll Specialist

Contract: Full-Time

Reports to: Head of Human Resources

Commencement date: May 2022

POSITION PURPOSE

The Payroll Specialist administers the timely, accurate and relevant processing, recording and reconciliation of Queensland Ballet's payroll, superannuation, employment related taxation, royalties and salary packaging for all employees, contractors and guest artists. The Payroll Specialist reports to the Head of Human Resources and works closely with the Finance, Human Resources and wider QB teams to ensure the efficiency and effectiveness of the payroll function of Queensland Ballet, delivering a friendly, efficient and effective payroll service for all employees.

The payroll specialist is a stand-alone position, responsible for all aspects of payroll administration: payment of salaries, wages, allowances, and terminations as covered by the Queensland Ballet Dancer's Enterprise Agreement and various other relevant awards.

REPORTING RELATIONSHIPS

This position reports to the Head of Human Resources and works closely and collaboratively with the Finance and HR teams.

RESPONSIBILITIES

- Timely and accurate end to end fortnightly payroll processing, including pay slips and reporting for approximately 160-200 employees of Queensland Ballet.
- Collect, calculate, and enter payroll data and submit payroll payments for review and approval prior to processing.
- Ensure that all payroll information is kept up to date and filed appropriately so that all employee personnel, payroll and leave records remain accurate and accessible.
- Manage the full life cycle of all employees, including onboarding new employees, processing payroll/personnel updates and status changes, and processing terminations.
- Ensure all payroll reports reconcile prior to the salary payment being transmitted to the finance team, ensuring that STP lodgments are submitted in a timely manner after each pay run and termination of employee.
- Resolve payroll enquiries in a professional manner, providing advice, education and reports to employees in relation to employee entitlement and salary queries, including the interpretation and application of a variety of awards and the Queensland Ballet Dancer's Enterprise Agreement 2022-24.

- Support the Human Resources and Finance teams in the compilation of summaries of earnings, taxes, deductions, leave and non-taxable wages and various other payroll reports.
- Manage the preparation of all State and Federal tax obligations including PAYG tax and Superannuation Guarantee contributions.
- Prepare and lodge annual payment summaries for Queensland Ballet employees in line with ATO requirements.
- Ensure correct tax treatment for guest artists payments and that appropriate paperwork is on hand where appropriate. Prepare annual payment summary reconciliation to ATO ensuring the summary accurately reflects salaries and allowances paid during the preceding financial year.
- Perform quality control audits and liaise with appropriate authorities including the ATO as required, working consistently to identify and implement areas of improvement across the payroll function.
- Ensure compliance with federal, state, and local legal requirements by keeping up to date with existing and new payroll and superannuation legislation; enforcing adherence to requirements across the Company and keeping the Head of Human Resources and Director of Finance & Operations informed regarding these requirements and/or updates so that Queensland Ballet remains compliant across all aspects of payroll.
- Contribute to the continuous improvement of systems and processes, working actively with the Head of Human Resources and Business Systems team to implement and manage the new payroll system.
- Resolve payroll discrepancies and treat all payroll and human resources related activities in the strictest of confidence.

Superannuation

- Liaise with superannuation funds when required and manage employee and other queries, ensuring all employees are registered with a complying fund.
- Assist with the management of employee records with the company's default superannuation fund, Media Super.
- Ensure SGL and Salary Sacrifice deductions are accurate and in line with current legislative requirements.
- Prepare and submit monthly reports to the Finance team who will make payment to all superannuation funds.
- Ensure all Guest Artist superannuation contributions are remitted and reported to the applicable superannuation fund accurately and on time.

SELECTION CRITERIA

1. Minimum of 5 years demonstrated experience in a stand-alone role, managing end to end payroll (on a fortnightly cycle). Please note that experience utilising Hero Pay, whilst not essential will be highly regarded.
2. Strong detail and analytical skills, combined with the demonstrated ability to adhere to strict deadlines and ensure that payroll is processed accurately and on time, every time.
3. An adaptive team player with an ability to interact with all employees respectfully, ensuring courtesy, patience and understanding, combined with a flexible and open approach to addressing questions and providing practical solutions to payroll problems.
4. Comprehensive technical knowledge of and the ability to interpret Modern Awards, certified agreements and other state and industry legislation.

5. Demonstrated experience, knowledge and understanding of payroll compliance, general payroll practices, procedures, operations and legislation, combined with the ability to clearly and concisely articulate this information to others.

ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across Queensland. We offer a program of world-class productions of the best classical ballets and inspired contemporary dance works. The Company engages renowned choreographers and designers from around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for the technical excellence and versatility, and our annual program offers diversity in style, audience focus and geographic reach, with up to 100 performances in Brisbane and tours to regional Queensland.

When we open our doors, we welcome home all in our community. Our three homes form the foundations of our Artistic, Academy and Community pillars. We have designed each home with people at heart.

Thomas Dixon Centre — our headquarters and home to our artists and arts workers. The facilities at Queensland Ballet's home in Thomas Dixon Centre in Brisbane's West End allow the Company to offer a full range of training and community access programs, including public dance classes. The TDC Studio Theatre is a 356-seat venue with full stage and backstage areas.

Queensland Ballet Academy — home to our arts students and teachers. We are committed to providing a pathway for young talent through the Queensland Ballet Academy. Queensland Ballet is dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire.

The Roy and Nola Thompson Production Centre — will be home to our arts makers. With bold and confident ambitions for the future, we proudly build upon the legacy of many creative and gifted artists who have been part of the Company's rich history since 1960 as we continue to create magic and enrich lives with the development of Queensland Ballet's Production Centre.

OUR VALUES AND PRINCIPLES OF COMMITMENT

With bold intentions to be unconstrained we will create magic and enrich lives by delivering across **four core pillars**: Artistic, Academy, Arts for All and Cultural Spaces.

Influenced by **five core values** and our **principles of commitment**, all that we do and all that we are remain true to the four core pillars.

- 1. Brilliance:** We are world class in all that we do – we inspire excellence on stage, in studio, in business and in community.
- 2. Creativity:** We are creative in every endeavour – we nurture our artform, artists, students and arts workers by exploring possibilities and responding to opportunities with agility.
- 3. Passion:** With Queensland in our hearts – we celebrate our diversity, our heritage and our love of the artform through heartfelt connections.

4. Wellbeing: We promote wellness across society – we pledge to make a positive impact across all dimensions of wellbeing; social, cultural, emotional, physical, environmental and intellectual.

5. Integrity: We commit to Sustainable practice – we foster a culture of ethical behaviour that is anchored in community, integrity and legacy.

GENERAL INFORMATION

Recreation Leave

20 working days per year (pro rata)

Personal/Carer's Leave

Ten working days per year (pro rata)

Probationary Period

Six months from commencement.

Hours of Work

Office hours are nominally 9.00 am to 5.00 pm, Monday to Friday, however the appointee may be required to work at events after hours and on weekends, with notice.

Salary

To be negotiated with preferred candidate. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 10%.

Benefits

Queensland Ballet provides a supportive and collaborative team environment combined with the opportunity to play an integral role in a dynamic and progressive organisation that is paving the way for the future of Ballet in Queensland. Queensland Ballet offers all employees access to weekly dance classes and various other health and well-being initiatives.

APPLICATION PROCESS

To apply for this position please forward a covering letter, current resume and statement addressing the selection criteria via email to: joinus@queenslandballet.com.au

Referees will be sought from candidates following the interview process.

Applications close **10am, Thursday 14 April 2022**. Applications received after this time may not be considered. Unsuccessful candidates will be notified via email on completion of the recruitment process.

For further information or for a confidential discussion please contact Candice Sheldon, Head of Human Resources on (07) 3013 6666. We respectfully advise that no agency applications will be considered at this time.

Queensland Ballet acknowledges the traditional custodians of the land on which we work and perform. Long before we performed on this land, it played host to the dance expression of our First Peoples. We pay our respects to their Elders – past, present and emerging – and acknowledge the valuable contribution they have made and continue to make to the cultural landscape of this country. To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a

focus on inclusion, accessibility, and flexibility, we are committed to supporting you in your career with Queensland Ballet.

Queensland Ballet is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles may require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.