**POSITION DESCRIPTION**  
  
Title: Payroll and P&C Coordinator

Status: Fulltime Permanent  
Classification: HEW 5  
Reports to: Head of People & Culture  
Direct reports: None  
Issue date: July 2025

**JOB PURPOSE**The Payroll and P&C Coordinator is responsible for ensuring smooth and efficient operations within the People and Culture department. This role supports various HR functions including accurate payroll processing, data integrity, contract management, onboarding, employee relations, administration and compliance. The coordinator will work closely with managers and other team members to foster a positive and inclusive workplace culture.

**KEY RESPONSIBILITIES**

* Contract management, onboarding and offboarding for permanent employees, sessional lecturers, short course tutors, casual employees, students, and models.
* Processing and reconcile fortnightly payroll in accordance with relevant Awards and legislative requirements, ensuring accuracy and timely reporting.
* Maintain and audit employee data across HRIS and payroll systems to ensure accuracy and compliance.
* Generate regular payroll metrics and insights to support strategic P&C and Finance reporting and assist with workforce planning.
* Assist employees in the resolution of employee relations and payroll questions.
* Monthly payroll reporting, year-end reporting and assisting finance with the annual audit.
* Implementing process improvements and looking for ways to streamline P&C operations.
* Coordinate background checks for new hires.
* Support the professional development of employees by coordinating training and development opportunities for staff individually and in groups.
* Collaborate with P&C team to implement strategies that promote diversity, equity and inclusion throughout the organisation.
* Support people-related projects and initiatives aimed at enhancing the employee experience.
* Coordinate the Life Model Recruitment process and manage the Life Model roster booking system (training provided).
* Coordinate the recruitment and induction of the Gallery Volunteers.
* Oversee the Student Crew that are employed casually to support internal and external events on the campus.
* Provide administrative assistance to the Head of People & Culture as needed.
* Any other ad hoc duties as required.

**QUALIFICATIONS / EXPERIENCE**

* Relevant Human Resources / Accounting / Business qualifications.
* Demonstrated experience in reconciling payroll and identifying data anomalies.
* Good understanding of Australian employment legislation and Awards.
* Strong attention to detail and proven ability to manage high-volume data sets with accuracy.
* Experience with EOFY payroll processes, STP reporting and superannuation compliance.
* Ability to use Microsoft Excel and experience in using human resources information system and payroll system.
* Systematic and thorough with the ability to follow due process.
* Ability to handle sensitive information with confidentiality and discretion.

# KEy RELATIONSHIPS

| Internal | |
| --- | --- |
| Executive Leadership Team | This role sits within the Directorate Team |
| Direct Manager | Head of People & Culture |
| Direct Reports | None |
| Heads of Departments | P&C Business partnering with the Heads of Department |
| Colleagues | Develop and maintain effective working relationships |
| External | |
| Stakeholders | Work with external parties to ensure deliverables are achieved |

**acknowledgment**

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_