

## Position description

<b>Position title</b>	Payroll Coordinator
<b>Position number</b>	201241
<b>Classification level</b>	C
<b>Group</b>	Corporate Services Group
<b>Reports to</b>	Manager HR Operations
<b>Location</b>	1010 La Trobe Street, Docklands
<b>Date</b>	January 2026
<b>Tenure</b>	Permanent, part time

## Our organisation

VicTrack is custodial owner of Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

## Our business groups

Our business is made up of two specialist delivery groups – Property and Telecommunications – supported by Corporate Services and the Office of the Chief Executive.

### Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

### Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

### Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

## Dimensions

### Reporting relationships

The Payroll Coordinator reports directly to the Manager HR Operations and is part of the HR Operations team.

### Budget

N/A

## Purpose of the position

The Payroll Coordinator role is responsible for coordinating the day-to-day activities of VicTrack’s payroll function, position management and monthly reporting. The payroll function is undergoing significant change by way of automation, and the incumbent will be responsible for participating in implementing new functionality in the payroll system.

## Key accountabilities/functions

- Prepare and process of on/off-cycle payrolls, ensuring all deadlines are met and pays are processed accurately.
- Ensure accurate and timely processing of employment changes, including new hires, terminations, position changes, salary changes and other payroll adjustments.
- Support year end preparation, balancing and reconciliation of payroll tax, superannuation, deductions and general payroll queries.
- Support system maintenance across payroll and position management in line with VicTrack's Enterprise Agreement, legislation, internal processes and policies.
- Provide specialist support via the Payroll HelpDesk Facility.
- Prepare and distribute accurate and timely monthly payroll and workforce reports to various stakeholders including but not limited to: board report, leave balance report, safety and site allowance report.
- Participate in UAT for annual upgrades surrounding payroll, position management functions and system projects.
- Support various internal and external audits.
- Identify and recommend process improvements in the payroll operations function.

## Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

## Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

## Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

## Individual attributes

### Qualifications

- Relevant qualification or certification in payroll

### Knowledge and experience

- Experience in the provision of end-to-end payroll activities.
- Experience in the use of Microsoft Office products, in particular Excel and Word.
- Demonstrated understanding of interpreting Enterprise Agreements and policies.
- Experience using TechnologyOne payroll system would be highly desirable.
- Demonstrated experience in payroll system development and testing of changes to the system.
- Detailed understanding of ATO rules and procedures.

### Skills

- Ability to provide payroll services while maintaining strict confidentiality
- Highly developed analytical skills
- Strong interpersonal communication skills and the ability to liaise and consult at all levels
- Proven initiative and ability including the ability to prioritise work, schedule own work, manage a diary and meet deadlines
- Excellent organisational, attention to detail and task management skills and the ability to work as part of a team

## Interpersonal and other features

### Internal relationships

- All VicTrack employees

### External relationships

- All VicTrack customers
- Vendors and/or suppliers