

Position description

Payroll Officer

Position title	Payroll Officer
Position number	201241
Classification level	B
Position type	Permanent
Group	Enterprise Services
Division	People & Culture
Reports to	Payroll Lead
Usual place of work	1010 La Trobe Street, Docklands
Date	July 2026
Conditions	Full-time

Our organisation

VicTrack owns Victoria's rail transport land, assets and infrastructure. As a commercially focused government agency delivering for Victoria, 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, buildings 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 business is made up of specialist groups including Innovation, Assets Optimisation & Technology, Property and Telecommunications. These are supported by groups that provide strategic, financial and operational services to the organisation.

About the group

This position is based in **Enterprise Services**.

This Group provides enterprise-wide support to run VicTrack's operations. It is responsible for a wide range of specialist functions that enable our business to be accountable, transparent and operate effectively including Enterprise IT, People & Culture, Legal & Compliance and Asset Governance.

About this position

Reporting relationships

The Payroll Officer reports to the Payroll Lead.

Delegations / Budget

N/A

Purpose of the position

The Payroll Officer is responsible for coordinating the day-to-day activities of VicTrack's payroll function, including end-to-end processing, position management, and monthly reporting. As part of the "Future Ready" agenda, the incumbent will actively participate in the automation of payroll inputs and outputs, assisting with the implementation of new functionality to move the function toward a modernised, high-performance service model.

Key accountabilities/functions

Position accountabilities:

1. **Payroll processing:** Prepare and process end-to-end payrolls accurately and within prescribed deadlines, ensuring all employment changes - such as new hires, employee movements, terminations, and salary adjustments - are updated in a timely manner.
2. **Compliance and reporting:** Prepare and distribute accurate monthly workforce reports for review, and support year-end reconciliations for payroll tax, superannuation, and other statutory deductions.
3. **System maintenance:** Support the maintenance of payroll and position management functions in line with VicTrack's Enterprise Agreement, internal policies and procedures, and relevant legislation.
4. **Payroll data and governance:** Provide support for payroll data integrity and governance through regular data audits, data quality reviews, records management, documentation control and the identification and resolution of data discrepancies. Establish and maintain processes that promote ongoing data accuracy, compliance and effective governance across payroll operations.
5. **Functional support:** Provide specialist assistance to employees and managers via the HelpDesk facility, resolving queries professionally and efficiently.
6. **UAT and automation:** Participate in User Acceptance Testing (UAT) for required system upgrades and specific projects aimed at enhancing payroll automation, functionality and user experience.
7. **Continuous improvement:** Identify and recommend process improvements within the payroll operations function to eliminate manual workarounds, improve data accuracy, strengthen controls and increase operational efficiency. Support the development of sustainable practices to maintain continuous improvement and data quality outcomes.
8. **Other duties as required:** In line with Section 31A of the Public Administration Act 2004 (Vic) other duties may be assigned consistent with employment classification, skills, and capabilities.

Key selection criteria

1. **Technical payroll experience:** Demonstrated experience in the provision of end-to-end payroll activities within a medium-to-large organisation, including a solid understanding of ATO requirements and superannuation legislation.
2. **Legislative interpretation:** Proven ability to interpret and apply Enterprise Agreements, complex awards, and internal policies to ensure accurate and timely pay outcomes.
3. **Systems and testing:** Experience in HRIS / payroll system development and testing, with a particular advantage given to those familiar with the TechnologyOne payroll system.
4. **Analytical excellence:** Highly developed analytical skills with a strong attention to detail and the ability to work with significant amounts of data accurately.
5. **Communication and liaison:** Strong interpersonal communication skills with the ability to liaise and consult effectively with stakeholders at all levels of the organisation.
6. **Task management:** Proven initiative and the ability to prioritise work, manage multiple deadlines, and work effectively as part of a high-pressure team.

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 your line manager and the Health & Safety team
- safely access the rail corridor.

Individual attributes

Qualifications and experience

1. **Mandatory:** Extensive experience in the use of Microsoft Office products, specifically advanced Excel and Word.
2. **Desirable:** Relevant qualifications in Human Resource Management, Finance, or a related field.
3. **Experience:** Previous experience in a payroll support role within a public sector or complex corporate context.

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- All VicTrack customers
- Vendors and/or suppliers

Ordinary hours of work

Ordinary hours of work are Monday to Friday between 6:00am and 6:00pm.

Why work for VicTrack?

Our mission

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

Our vision

Working at VicTrack provides people with the opportunity to contribute to creating thriving places and connected communities for all Victorians. Some of the benefits that we provide our people are listed on our website and can be accessed via: [Careers at VicTrack](#)

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:

1. social and economic inclusion
2. economic prosperity
3. environmental sustainability
4. integration of transport and land use
5. efficiency, coordination and reliability
6. safety, health and wellbeing.