



PEOPLE. COUNTRY. OPPORTUNITY.

Role Description

Title	Payroll Officer
Classification	ILC3 Upper - \$103,842 to \$115,130 (plus 15.4% super)
Division / Section / Unit	People and Capability
Location	Adelaide; Kurna Yarta
Title of Supervisor	Payroll & HR Reporting Lead
Role(s) Supervised	Nil

Who We Are

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the *Aboriginal and Torres Strait Islander 2005 Act (cth)* (ATSIA Act) and subject to the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

Section / Division

The People & Capability team plays a pivotal role in empowering the ILSC by actively shaping the organisation's workforce strategies, fostering continuous growth, and providing guidance and resources for executives and managers in all facets of workforce relations. The team coordinates and manages the Payroll, Human Resources (HR), Work Health and Safety (WHS) and Learning and Development functions across the ILSC Group to ensure the Group can effectively perform its functions and exercises its powers under the ATSI Act.



Purpose and Overview

Under the direction of the Payroll & HR Reporting Lead, provide support in the management and delivery of end-to-end payroll services for the Indigenous Land and Sea Corporation (ILSC) and its subsidiaries, including ILSC Employment. This includes ensuring timely and accurate processing of payroll, compliance with relevant legislation and enterprise agreements, coordination with finance and HR, and assisting with high-quality reporting and insights related to payroll and workforce data. You will act as back up to the Payroll & HR Reporting lead in periods of absence.

Qualifications

Formal qualifications in an appropriate discipline, or demonstrated equivalent experience, is desirable.

Key Responsibilities

- Manage end-to-end payroll preparation and processing, including end-of-month and end-of-year activities, for the Indigenous Land and Sea Corporation (ILSC) and its subsidiaries, ensuring all employees are paid accurately and on time in accordance with legislation and industrial instruments.
- Identify and resolve payroll discrepancies and issues promptly, escalating complex matters as necessary.
- Ensure compliance with legislative requirements by preparing and submitting statutory payroll reports, including Single Touch Payroll (STP), payroll tax, superannuation contributions, and compliance audits.
- Process complex payroll calculations, including redundancy payments and other specialised entitlements, ensuring accuracy and adherence to relevant legislation.
- Contribute to continuous improvement initiatives within the payroll function to enhance accuracy, efficiency, and compliance.
- Assist in the review and updating of payroll procedures, policies, and related documentation.
- Act as a backup to the Payroll Manager and Payroll & HR Reporting Lead when required, ensuring continuity of payroll operations and HR Reporting.
- Stay up to date with, interpret and apply relevant Enterprise Agreements, Modern Awards, statutory requirements and Company Policies accurately.
- Provide guidance and support to other payroll officers by sharing knowledge and best practices across all aspects of payroll and related functions.
- Support the planning, implementation, and delivery of special projects, including payroll system updates.
- Assist with the coordination, preparation, and submission of HR-related reports and information.
- Develop and maintain productive and positive working relationships across all levels of the ILSC, promoting trust through excellence in service, a solutions-based collaborative approach, and a strong sense of urgency.
- Undertake other duties and responsibilities as required or reasonably directed that contribute to operational and strategic outcomes and/or the efficient and effective functioning of the payroll function.



Key Outcomes

- Fortnightly pay runs are completed accurately and on schedule, ensuring employees are paid correctly and on time, in compliance with legislative and industrial requirements.
- Payroll processes are delivered in an effective, efficient, and timely manner, regularly reviewed for improvement, and aligned with organisational goals to support the ILSC's strategic objective of maximising benefits to First Nations people.
- Constructive working relationships are developed and maintained across all levels of the organisation, with Payroll recognised as a trusted and reliable source of information and service through consistent, high-quality delivery.
- A high level of collaboration is maintained within the broader People & Capability team to support streamlined processes, shared knowledge, and improved operational efficiency, contributing to a culture of continuous improvement and excellence in service delivery.
- Payroll related data, records, and documentation are accurate, current, and well-maintained; enquiries are addressed professionally and in a timely manner; and reporting is clear, fit-for-purpose, and aligned with business needs.

Key Selection Criteria

The occupant of this position will be able to demonstrate and provide evidence of the following experience and competencies:

- Demonstrated ability to communicate effectively and build productive working relationships with Aboriginal and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Experience and demonstrated understanding of developing and maintaining strong working relationships within a team, working with a diverse range of people and demographics and communicating effectively with Aboriginal and Torres Strait Islander peoples.
- Demonstrated experience in complex end-to-end payroll processing including interpreting and applying statutory obligations, awards, and enterprise agreements.
- Strong knowledge of payroll legislation and compliance requirements, including taxation, superannuation, leave entitlements, and Single Touch Payroll (STP) reporting.
- High proficiency in using payroll and HRIS systems (CHRIS21 highly desirable), and MS Office Suite with the ability to extract and analyse data, generate reports, and contribute to systems/process improvements.
- Proven ability to handle complex payroll calculations accurately and efficiently, including terminations, redundancies, and back payments
- Strong analytical and research skills, with the ability to investigate issues, interpret information accurately, and provide effective solutions aligned with legislative and policy requirements
- High level of attention to detail and accuracy, with excellent organisational and time management skills to meet strict deadlines.
- Strong interpersonal and communication skills, with experience in providing mentoring and guidance to junior staff, liaising effectively with internal & external stakeholders, and managing sensitive information with confidentiality and professionalism.
- Demonstrated ability to work both independently and collaboratively within a team environment, contributing to continuous improvement initiatives and a culture of service excellence.



Work Health, Safety and Environmental Matters

- Demonstrate commitment and active participation in achieving quality management goals in relation to continuous improvement and complying with the ILSC's policies and procedures.
- Demonstrate commitment and active participation in activities that contribute towards a healthy and safe work environment, with a focus on continuous improvement and building a positive reporting culture.
- In accordance with environmental policies and procedures, participate in sound environmental management practices and demonstrate individual commitment to the ongoing improvement of the organisations environmental performance.

Risk Management

Actively participate and demonstrate adherence to all risk management requirements including those documented in ILSC's procedures and any directions provided by line management to minimise risk to employees, the organisation or its stakeholders.

Technology

Demonstrate competency in contemporary Payroll/HRIS Systems, corporate information management, information technologies and systems.

Special Conditions

This position will report to the Payroll & Head Reporting Lead and work closely with all members of the P&C team.

Appointment to this position of a person not currently an employee of the Indigenous Land and Sea Corporation will be subject to a six-month probationary period.

Expectations and Conduct Guidelines

All employees are expected to conduct themselves in a professional manner at all times. Below are some brief guidelines on the values of the ILSC. Accepting a position with the ILSC indicates that you accept these guidelines and will uphold and promote them.

A full description of the ILSC Values and Code of Conduct is available in the current ILC Enterprise Agreement available on the ILSC website at www.ilsc.gov.au.

EEO/Diversity – All ILSC employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the ILSC and broader community.

Probity – All ILSC employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. ILSC employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other ILSC employees.

Work Health and Safety (WHS) – All ILSC employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at ILSC as well as members of the public. Furthermore all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.



Customer Service – All ILSC employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties.

Continuous Improvement – All employees at ILSC are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.