

POSITION DESCRIPTION

OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	Payroll Officer
POSITION NUMBER	1G035
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	Payroll Supervisor
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement AO3
CONTACT INFORMATION	Bonnie Kirkwood – Payroll Supervisor Phone: 3008 6177 Email: Bonnie.kirkwood@stadiums.qld.gov.au
VACANCY REFERENCE #	SQ32/25
CLOSING DATE	Wednesday, 13 August 2025

THE POSITION

The Payroll Officer is responsible for providing effective and efficient support in payroll processing, reporting, superannuation, end of month and end of year processes. The position is responsible for assisting the Payroll Coordinator and providing payroll advice to SQ employees.

WORK ENVIRONMENT

The Payroll Officer reports to the Payroll Supervisor and works closely with other members of the HR team, Corporate Office and venue staff.

On a day to day basis the Payroll Officer has a functional reporting relationship to the Payroll Coordinator.

ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

KEY ACCOUNTABILITIES

- Process the fortnightly end to end payroll in collaboration with the Payroll Coordinator and other SQ Venue staff
- Update and maintain employee data in the HRIS and Time and Attendance payroll systems.
- Provide effective and efficient administrative support to the payroll team including filing and record management
- Assist with resolving payroll related issues and provide sound advice to staff having regard to SQ's industrial instruments, policies and procedures.
- Assist the Payroll Coordinator in the administration of superannuation, taxation reporting requirements, including end of month and end of year processes.

- Provide high level communication and customer service to internal and external stakeholders
- Assist in the development and review of payroll policies and procedures
- Draft and prepare calculations for payroll related transactions
- Coordinate and process incoming Payroll/Onboarding documentation ensuring it is in accordance with SQ policies, procedures and HR delegations
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, security management, equal employment opportunity, workplace harassment, bullying and discrimination.

MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- A minimum of 2 years' experience working in a payroll position.

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL

High level of customer service focus with the ability to build relationships and communicate effectively across a geographically spread workforce

Strong attention to detail, and highly organised with the ability to prioritise workload and meet deadlines

Experience in Microsoft software packages including Word, PowerPoint with particular focus on Excel and Outlook

Ability to work both independently and as a team member

High personal integrity and the ability to maintain confidentiality.

Excellent interpersonal and communication skills, both written and verbal.

High work ethic, commitment to professional presentation, flexibility in the workplace and ethical practice.

DESIRABLE

- Experience or willingness to learn Human Resources Information Systems and Time and Attendance applications (e.g. Aurion, Chris21, RITEQ, Time Target etc)
- The ability to understand and apply legislative requirements of Awards, EBA and payroll legislation
- Experience in preparation and processing of payroll related calculations, estimates and other related transactions such as backpays and overpayment recoveries



OUR VALUES



Enthusiasm and passion

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



Professional, commercial and accountable

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



Customer-centric, innovative and agile

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



Authentic, transparent and respected

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Corporate Office, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.



ORGANISATIONAL STRUCTURE

