

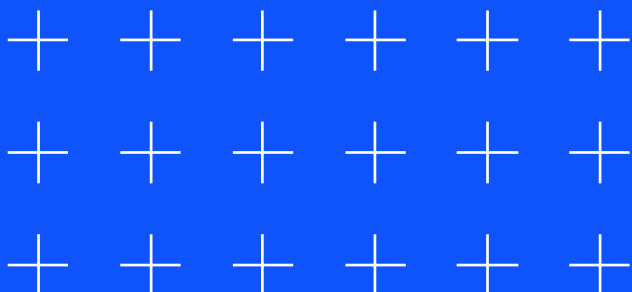


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Payroll & Rostering Systems Team
Leader**

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

Leadership & Strategy

- Lead and drive a high-performing team focused on payroll and rostering systems excellence.
- Coordinate the implementation of new compliance requirements (from EA's, ATO or Fair Work) in our systems
- Develop testing plans for system changes, guide Payroll & Rostering team member through test execution
- Champion a culture of continuous improvement, innovation, and service excellence.
- Represent the Payroll Systems function in cross-functional forums and enterprise projects.

- Oversee the configuration, maintenance, and optimisation of payroll and rostering systems (e.g., SAP ECC, RosterOn, Optima).
- Ensure system integrity, data accuracy, and compliance with legislative and industrial requirements.
- Manage system upgrades, testing, and change control processes, ensuring robust governance.
- Lead the implementation of new modules, integrations, and automation initiatives.

- Build strong relationships with the broader Payroll Team, People & Culture, Employee Relations, Finance, IT, and operational leaders to ensure systems meet business needs.
- Manage stakeholder expectations for delivery of changes/updates – balancing competing priorities
- Act as the primary point of contact for vendors and external partners regarding system performance and enhancements.
- Facilitate user engagement, training, and feedback loops to improve system usability and adoption.

- Supervise and mentor Payroll and Rostering Systems Officers, providing guidance, coaching, and performance development.
- Promote professional growth and capability building within the team.
- Allocate resources effectively to meet operational and strategic priorities.

- Ensure systems support compliance with relevant legislation, awards, EBAs, and internal policies.
- Oversee the development of system documentation, user guides, and training materials.
- Support reporting and analytics functions, including workforce metrics and payroll insights.

External

- Peers and management across all Health Services for (but not limited to) People and Culture, Employee Relations, Medical Workforce and Shared Financial Services
- Employees and Stakeholders for all departments across all Health Services
- Australian Taxation Office (A.T.O.)
- Salary Packaging Providers
- Centrelink
- Child Support Australia

Essential

- Desirable

- ## KEY PERFORMANCE INDICATORS

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values.
- Completion of mandatory training activities including training related to the National Standards.
- Participation in The RMH and Division/Service specific business planning process (if required).
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility.
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review.
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
- Ability to operate within allocated budget (if required).

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.

- We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

- RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

- We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date _____