



HR Transactions & Payroll Team Leader


The University of Queensland • St Lucia QLD 4067

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Not provided


Job details

 Date posted
12 May 2021

 Expired On
27 May 2021

 Category
HR & Recruitment

 Occupation
Other

 Base pay
\$0 - \$0

 Work type
Full Time

 Job mode
Permanent

Full job description

Human Resources

Human Resources (HR) at The University of Queensland (UQ) is responsible for enabling achievement of the University's strategic ambitions through attracting and developing and retaining talented, engaged and high performing staff. This in turn enables University staff to better support our current and future students.

About This Opportunity

Our HR Transactions & Payroll Team Leader (known locally as Team Leader, Employee Services) leads a team of Officers and Assistants, and ensures the delivery of accurate and client-centric HR transactions and payroll activities for a diverse client group. This is an opportunity to join one of SEQ's largest employers and foster a high-performing and engaged team with a focus on continuous development.

This position is substantively based at our picturesque St Lucia campus, however is currently located at the University's Toowong office just 5km away from campus and 2km from Brisbane's city centre.

Our Ideal Candidate

You will be experienced in HR transactions and payroll, plus a background in guiding and mentoring functional staff. It is critical that you have a passion for building strong partnerships with clients and other stakeholders, and have strong technical expertise in the use of HRIS (Aurion and/or Workday preferred).

You must have unrestricted work rights in Australia for the duration of this appointment to apply. Visa sponsorship is not available for this appointment.

We value diversity and inclusion, and actively encourage applications from those who bring diversity to the University. Our Diversity and Inclusion webpage contains further information if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.

What We Can Offer

This is a full-time, continuing position at HEW level 6.

The full-time equivalent base salary will be in the range \$80,784 to \$86,768 per annum, plus employer superannuation contributions of 17%. The full package will be in the range \$94,517 to \$101,519 per annum.

You will be able to take advantage of UQ Sport Facilities, recreation leave loading (of 17.5%), salary sacrificing options, on-campus childcare, discounted private health insurance, affordable parking, development programs and many other benefits.

Position Description

513885_Team Leader, Employee Services_PD.pdf

Questions?

To discuss this role please contact Maggie Hibbs (Senior Manager, Payroll Services) at m.hibbs@uq.edu.au.

For application queries, please contact recruitment@uq.edu.au stating the job number in the subject line.

Want to Apply?

To submit an application for this role, use the **Apply** button below. All applicants must supply the following documents:

- Cover letter, including statements clearly addressing the key selection criteria (found within the PD);
- Resume/CV.

To satisfy pre-requisite questions and ensure your application can be considered in full, all candidates must apply via the UQJobs portal by the job closing deadline. Applications received via other channels including direct email will not be accepted.