



Payroll Team Leader

The opportunity

Join Wollongong City Council as our Payroll Lead and help shape the future of payroll services for more than 1,800 employees across a large and diverse organisation. You will lead a team of seven payroll professionals and oversee the delivery of accurate and timely weekly payroll services, ensuring employees are paid correctly while maintaining compliance with legislative, taxation and employment obligations. This role is about much more than processing payroll. You will be the payroll specialist the team turns to for complex payroll matters, system improvements, reporting, audits and strategic advice. You will have the opportunity to improve how payroll systems and processes work, reduce manual administration, strengthen data quality and help deliver smarter and more efficient payroll services across Council.

Reporting to the Employment Relations Manager, you will work closely with Employment Relations Partners, Information Management and Technology, Finance, leaders across Council and external stakeholders. Your leadership and expertise will help ensure Council continues to meet its employment, taxation, superannuation and legislative obligations while leading continuous improvement initiatives across the payroll function. You will join a collaborative and experienced team that plays a critical role in supporting employees across the organisation.

This is an opportunity to bring fresh thinking, contribute to meaningful change and make a genuine impact on how payroll services are delivered, while leading the team responsible for one of Council's most important operational functions.

This is a 35 per week permanent full-time position, salary from: \$120,901 up to \$140,310 per annum plus 12% superannuation (Salary package will be assessed based on skills, experience and qualifications)

Interested?

Click on 'Apply' to complete your online application.

You will be prompted through the application to answer the selection Criteria as outlined overleaf.

Contact Snezana Herve on (02) 4227 7790 for questions related to the job

For questions related to submitting your application online, our recruitment process or you require adjustments in the recruitment process, please contact the Talent Acquisition Team on (02) 4227 7065.

Applications close 11:59pm, Sunday 11 October 2026

Internally this position is known as Payroll Lead.

How you'll make a difference

- Lead, mentor, and develop a team of 7 Payroll professionals to deliver high-quality, customer-focused services for over 1,800 weekly-paid staff.
- Provide expert guidance on superannuation, award interpretation, payroll legislation, and enterprise agreement compliance.
- Drive and imbed continuous improvement initiatives to optimise payroll processes and systems. (Technology one)
- Manage payroll audits and ensure compliance with tax and legal obligations.
- Maintain effective relationships with internal and external stakeholders.
- Provide specialist advice on leave provisions, taxation, superannuation, termination payments, and all other aspects of Payroll.
- Provide project support on Payroll related projects
- Foster a safe, positive, and supportive work environment.

About you

You are an experienced payroll leader who combines strong technical payroll knowledge with excellent leadership capability and systems expertise. You have successfully managed payroll operations within a complex organisation and are confident interpreting awards, enterprise agreements, legislation and payroll related compliance requirements. You understand the importance of accuracy and bring exceptional attention to detail to everything you do.

Beyond payroll operations, you enjoy understanding how systems work and have experience using payroll technology to improve processes, solve problems and deliver better outcomes. You may have worked across a range of payroll systems and can confidently analyse data, generate reports and contribute to system enhancements.

As an established people leader, you build trusted relationships, develop capability and create a positive team culture. This role is suited to someone with proven leadership experience who can provide direction, support and accountability while bringing people along on the journey. The experience of leading and developing teams is as important as payroll expertise.

You are naturally curious and analytical. When something does not look right, you investigate. You enjoy identifying patterns, finding the cause of problems and implementing practical solutions. Strong numeracy skills, sound judgement and a commitment to quality are among your strengths.

Most importantly, you will bring a mindset of continuous improvement. You enjoy finding better ways of working, can lead change with confidence and see opportunities where others see challenges.

While payroll experience is important, we are equally interested in your leadership capability, systems knowledge, analytical skills and ability to improve the way work gets done.



2025 Winner
AHRI Awards:
Best Employee
Experience
Strategy



2025 Highly Commended
NSW Local Government
Excellence Awards:
Organisational Diversity
& Inclusion



Veterans
Employment
Program



Committed
to Career
Inclusivity



Selection Criteria

Wollongong City Council uses a merit-based recruitment process.

To support the panel in assessing your suitability, please respond to the criterion in detail. Your responses should clearly demonstrate how you meet each requirement, using specific examples that highlight your relevant skills, experience, knowledge, and attributes.

Please ensure your answers are authentic and reflect your own experiences. Responses generated by AI or copied from generic sources are discouraged, as they do not provide the depth or relevance needed for effective assessment.

We also encourage you to reflect on how your approach and values align with Wollongong City Council's core values: Respect, Integrity, One Team, Sustainability, and Courage. The more detail you provide, the better equipped the panel will be to understand your capabilities and alignment with the role and our organisation

1. Detail your comprehensive experience in managing a payroll function, including preparation and processing using computerised payroll systems. Please specify the number of employees you have processed payroll for in previous roles.
2. Tell us about your substantial leadership experience, including your ability to provide coaching, guidance, and support. **Please specify the size of the teams** you have led in previous roles.
3. Describe your experience working on payroll system configuration to deliver system improvements or enhancements. Please include examples of projects you have led or contributed to, and outline your role in identifying, implementing, or optimising system changes.
4. Detail your experience in interpreting relevant Enterprise Agreements, legislation and awards as it applies to a payroll function.



Why you'll love working here

We're values based, and purpose-led

We care about our community and want to create an extraordinary Wollongong, guided by our values of Courage, Integrity, Respect, Sustainable and One Team.

Make a difference in your community

You'll be part of a team that makes a positive impact through the services they provide, the infrastructure they build and the community they create.

Be your authentic self

Our strength is the diversity of our people. Council is an inclusive workplace where everyone is welcome, valued and belongs.

Grow capability and opportunity

We'll invest in you to develop the next generation of leaders who'll deliver services, projects and infrastructure that can only be found in large complex organisations.

Create local and industry connections

As part of a large and complex Council in a major city, you'll establish networks with a range of Local Government Industry peers, bodies, associations and organisations.

Career growth and recognition

Reward and recognition, corporate learning opportunities, study assistance, and leadership development programs to help you grow and succeed.

True work-life balance

We know you work hard, and we make sure that effort is rewarded with real flexibility. Our hybrid work options, flex-time, and rostered days off mean you can maintain balance with family and enjoying our coastal lifestyle, while delivering great outcomes for community.

Great working conditions

Enjoy a 35-hour work week, or a 9-day fortnight with a regular rostered day off (RDO).

Generous leave provisions

Five weeks of annual leave per year (pro rata) and access to long service leave after just five years.

Health, safety, and wellbeing

We prioritise a safe workplace for everyone, every day, everywhere. Our wellbeing programs support mental, physical and social wellbeing of our people to be at their best and include an Employee Assistance Program, skin and hearing checks, vaccinations, and discounted gym memberships.

A vibrant social culture

We have a thriving Social Club hosting a range of fun activities year-round from trivia to happy hour events, themed nights and more. There's a dedicated social space with table tennis, pool table and shared break out areas.



Next steps

How to apply

Click apply and submit your up-to-date resume and answer the selection criteria questions.

Your application will be assessed following the conclusion of the advertising period.

We will keep you informed during the recruitment process to:

- Advise you of your progress through each stage;
- Explain assessments that you need to complete;
- Notify you of the outcome of your application by email or phone, and
- Provide you with feedback on your request.

For assistance in submitting your application, please contact the Talent Acquisition Team on (02) 4227 7065.

More information

- We encourage applications from everyone regardless of gender, age, ethnicity, cultural background, faith, disability or gender identity. People with disability are encouraged to reach out so they can be supported to access adjustments in recruitment processes and in the workplace, to enable them to demonstrate their skills and capabilities to meet the requirements of the job.
- Wollongong Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people in the community.
- Suitable candidates may be placed on an eligibility list for future opportunities in the team, which may include full time, part time, temporary and or casual.
- Suitable candidates are subject to employment screening which includes reference checks, Identity and Medical History Checks, and may also include a Nationally Coordinated Criminal History Check and Working with Children Check. Employment is subject to clearance of all these checks.

