

# Position Description

## Payroll Team Leader, North and West



Melbourne Archdiocese  
Catholic Schools

## About MACS

Melbourne Archdiocese Catholic Schools Ltd (MACS) aims to deliver an outstanding Catholic education that equips young people with the knowledge, skills, and optimism to go forward, live meaningful lives, and to enrich the world around them. MACS, the largest Catholic school employer in Australia, owns and operates approximately 300 Catholic schools in the Archdiocese of Melbourne, and is supported by a central enterprise function, of over 600 staff members.

The MACS Strategic Plan (MACS 2030: Forming lives to enrich the world) presents a challenging and inspiring vision of the educational experience that MACS seeks to provide for students in MACS schools. MACS's Strategic Plan outlines the vision, the mission of Catholic schools in the Archdiocese, and the major objectives for MACS over the months and years ahead. Our organisational values of Integrity, Respect and Excellence require commitment from all MACS employees to contribute to ensuring we uphold and support the objectives of the organisation.

## About the team and role

The Shared Services Team is a function that is designed to work collaboratively with schools to reduce the administrative burden on schools, assist schools to meet their compliance obligations and meet reporting obligations to all stakeholders. The Payroll Team has been set up to support and work collaboratively with schools and other governing bodies to ensure school employee records and pays are processed accurately and timely. Activities also include, preparation and transmission of Superannuation using Super-stream reporting, Pay-as-You-Go ("PAYG") tax submission of payroll data to the Australian Taxation Officer (ATO) via Single Touch Payroll (STP) reporting and other external payroll deduction providers.

The Payroll Team Leader, North and West will lead their teams to deliver accurate and timely processing of payroll to schools. This role will oversee and manage payroll teams to ensure the accurate processing and disbursement of all payroll related payments. This role will ensure teams deliver to agreed quality and service levels driving a focus on accurate, timely and responsive provision of information and excellent customer service to internal and external stakeholders.

Position Title	Payroll Team Leader, North and West
Reports To	Group Payroll Manager
Directorate	Finance, Infrastructure and Digital
Direct Reports	Yes



## Key responsibilities of the role

- Lead and manage payroll teams to ensure accurate, timely processing of fortnightly payroll for client schools.
- Oversee compliance with payroll policies, statutory requirements, and legislative obligations (PAYG, Superannuation, Workcover, Salary Packaging, STP).
- Manage payroll team resources, skill development, and training to support operational needs.
- Foster a high-performance team through coaching, motivation, and knowledge-sharing.
- Ensure high-quality customer service, handling escalations efficiently and maintaining strong stakeholder relationships.
- Drive continuous improvement in payroll processes, internal controls, and data management.
- Provide expert advice and guidance on payroll management, ensuring compliance and operational efficiency.
- Interpret complex legislation and payroll agreements to ensure accuracy in payroll operations.
- Collaborate with internal and external stakeholders to enhance payroll systems and workflows.
- Perform other duties as required within the scope of the role.

## Key Selection Criteria

- Extensive payroll processing experience in large, complex teams undergoing change.
- Proven leadership skills, with experience managing payroll teams to achieve successful outcomes.
- Strong continuous improvement mindset, with expertise in payroll systems and process optimisation.
- Ability to implement, improve, and enforce business system controls.
- Excellent time management and problem-solving abilities, with a solution-focused approach.
- High attention to detail and accuracy in payroll calculations and entitlements.
- Ability to interpret and apply enterprise bargaining agreements (EBA) at an operational level.
- Strong innovation and operational excellence in payroll service delivery.
- Well-developed interpersonal and customer service skills to engage effectively with stakeholders, including MACS School Principals and Administration teams, MACS People and Culture, Finance, and IT teams, as well as external stakeholders including VCEA.
- High level knowledge and skills in Microsoft Office, and other relevant software
- Ability to work autonomously and collaboratively in a team environment.
- Superior analytical, problem-solving, and negotiation skills.



## Skills, qualifications and pre-requisites to undertake the role

Qualifications	Relevant qualifications in a related discipline e.g. Payroll, Finance, Accounting (desirable)
Professional membership or Accreditation	Industry relevant associations eg. TAPS
Previous Experience/s	At least 5 years' experience with end to end payroll in multiple organisations preferably on ERP systems and Technology One.
Organisational values	A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the ethos, values and mission of Catholic education including alignment with MACS's Child Safety standards.
Other requirements	<ol style="list-style-type: none"> <li>1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> <li>a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation.</li> <li>b. Alternative to holding a WWCC and NCHC, MACS will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration.</li> </ol> </li> <li>2. You must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during the course of your employment with MACS. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with MACS.</li> <li>3. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.</li> </ol>

