

POSITION DESCRIPTION
Payroll and Office Support

Position title	Payroll and Office Support
Reports to	HR Manager
Program	Weave Office
Summary of the Role	The Payroll and Office Support role ensures smooth daily operations by supporting HR administration, managing payroll, workplace health and safety (WHS), and facilities. Working closely with the HR Manager, Accounts Manager, Systems Administrator, and Program Leads and Managers, this position streamlines internal workflows and ensures a safe, compliant, and efficient environment across all Weave sites and vehicles
Supervises	None
Location	In order to provide support across Weave sites, time will be spent across Weave sites in Waterloo, Redfern, Woolloomooloo and Malabar as required.
Hours	Part time 4 days per week.
Status	Permanent (all roles are subject to a 6 month probation period)
Award	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
Remuneration	SCHADS SACS Level 4 Paypoint 1-4 depending on qualifications and experience. Weave pays above the SCHADS Award hourly rate. Weave hourly rate range for Level 4: \$50.71 - \$54.56 • Plus Superannuation @ 12% • Plus Annual Leave Loading of 17.5%
Benefits	• Generous salary sacrifice • Above Award hourly rates based on a 35 hour week • Bonus paid leave days over Christmas and New Year

About Weave Youth & Community Services

Weave Youth & Community Services is a place-based, community-centred organisation located on unceded Gadigal and Bidjigal Lands in Sydney and South East Sydney. Our purpose is to support individual and collective wellbeing and healing in the communities we walk alongside, and our vision is a strong, connected community with opportunities, equity and justice for all.

For 50 years, Weave has delivered a holistic range of programs and services developed with and for clients and local communities. We provide consistent, trusted support, genuine care, and advocacy alongside communities for systemic change, social justice and equity.

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Key Responsibilities

Payroll, HR, and Recruitment Administration

- Liaise with the external payroll company and relevant internal staff at Weave to efficiently manage payroll administration and processes, ensuring accuracy and compliance with legislative requirements, awards, and organisational policies.
- Regularly review, update, and document payroll processes to optimise efficiency.
- Provide HR administrative support, including coordinating recruitment activities (scheduling interviews, managing panels, candidate communication, conducting reference checks, and maintaining applicant records).
- Assist the HR Manager with a range of human resources initiatives, projects, and reporting.

Operations, Logistics, and Facilities Management

- Manage day-to-day logistical operations across all Weave sites (including keys, vehicles, stationery, mail, office supplies, leases, insurances and storage).
- Oversee facilities and vehicle management, building repairs, upgrades, working bees, cleaning, and maintenance in consultation with Programs Leads and Program Managers.

- Lead procurement, vendor management, and contract negotiations for services and facilities to ensure cost-effectiveness.
- Organise regular stocktakes, managing a shared inventory to reduce waste and optimise resource sharing.
- Maintain a centralised Operations and Facilities calendar.

WHS, Compliance, and Risk Management

- Manage work health and safety (WHS) programs and operational compliance across all Weave sites, maintaining the WHS Risk Register and Incident Register.
- Complete specific risk assessments (e.g. workplace safety, health regulations) and follow up on building and vehicle incidents.
- Ensure designated First Aid Officers and Fire Wardens are appointed across sites and that their training and certifications remain current.
- Contribute to the broader organisational risk register and prepare Facilities and WHS reports for the HR Manager.
- Ensure relevant commercial and operational insurance policies are current, competitive, and sufficient.

Workplace Support, Staff Onboarding, and Events

- Collaborate with the HR Manager, Systems Administrator, and relevant managers to deliver seamless staff onboarding, induction, and offboarding across operational systems and physical workspaces.
- Provide coordination and management support for external contractors and temporary volunteers.
- Ensure all staff have the necessary equipment, tools, and safe workspaces to perform their roles effectively.
- Assist with logistics for organisational meetings and events including staff meetings, Board meetings, team-building days, community celebrations, and working bees.

Selection Criteria:

1. Minimum 2 years of experience in payroll management and administration.
2. Experience in WHS, including supporting safe, compliant, and well-maintained operational environments.
3. Strong attention to detail, excellent analytical accuracy (especially regarding payroll and tracking resources), and a commitment to maintaining absolute confidentiality.
4. Proven ability to manage competing priorities, think proactively and respond to operational challenges in a fast-paced, resource-conscious, not for profit setting.

5. Excellent interpersonal and communication skills, with proven ability to build strong relationships with internal teams, external contractors, vendors, and stakeholders.
6. Understanding of the importance of cultural safety for Aboriginal and Torres Strait Islander peoples, the strengths of Aboriginal and Torres Strait Islander peoples and the impacts of intergenerational trauma and colonisation.
7. A collaborative team player with strong negotiation and conflict resolution skills, common sense, adaptability, and an excellent sense of humour under pressure.
8. NSW Working with Children Check
9. National Police Check
10. NSW full unrestricted Driver's Licence