

## People and Culture Officer Part-time

[People and Culture Officer Job in Sydney NSW - SEEK](#)

Sydney Campus

Part-time

### ABOUT US

Melbourne Institute of Technology (MIT) is a leading private institute of higher education with campuses in Melbourne and Sydney. We offer Bachelor's and Master's degrees in IT, Networking, Telecommunications Engineering, Data Analytics, Business, Accounting, and Business Analytics; as well as Masters Research degrees in Business and IT.

### ABOUT THE ROLE

- People and culture Officer
- Sydney Campus
- On Campus | Fixed-Term (2 Years) with potential for renewal.

A fantastic opportunity is available for an experienced and motivated People & Culture + Payroll Officer to join a supportive, high-performing team in a flexible part-time role based in Sydney. This position is ideal for a professional who thrives in a dynamic environment and is looking to contribute to both HR and payroll functions.

Reporting to the Manager People and Culture, this dual-function role supports both HR operations and payroll processing. The successful candidate will provide generalist HR support across the employee lifecycle while ensuring accurate and timely payroll services.

This part-time role offers the potential to transition to a full-time position based on performance and organisational needs.

### KEY RESPONSIBILITIES

- Maintaining accurate employee records and HR documentation
- Coordinating onboarding, inductions, and offboarding processes
- Supporting recruitment and selection activities
- Assisting with employee relations matters and performance management processes
- Administering HRIS and preparing regular HR and payroll reports
- Interpreting awards, policies, and providing HR compliance support
- Contributing to culture, engagement, and development initiatives
- Assisting with payroll processing
- Providing day to day HR support

### REQUIRED QUALIFICATIONS & EXPERIENCE

- Previous experience in a generalist HR role with payroll support/responsibilities
- Strong understanding of payroll systems, awards, and relevant legislation
- Excellent attention to detail, organisation, and time management skills
- Strong interpersonal and communication abilities
- Ability to handle confidential information with professionalism
- Proficiency in HRIS and payroll software. UKG ready (Kronos) desirable.
- Relevant qualifications in Human Resources or a related field
- Working knowledge of Fair Work legislation, NES, and modern awards

If you are an HR professional with some payroll experience looking for a part -time role that offers challenge and variety, we encourage you to apply.

**APPLY**

Apply via SEEK.

Applications must include an updated resume and a brief cover letter addressing the key selection criteria.

**Applications close: Sunday the 27<sup>th</sup> of July 2025**

MIT reserves the right to close applications early if sufficient suitable applicants are identified prior to the application close date.

MIT is committed to equality, diversity, and inclusion. As an equal opportunity employer and a leader in gender equality, we encourage and welcome applications from a diverse range of backgrounds and people.

Equal Opportunity and Privacy of personal information is MIT policy. For more details visit [Melbourne Institute of Technology](#)