

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
<b>Group:</b> Finance and Administration	<b>Effective Date of Document</b> 26 February 2015
<b>Directorate:</b> Corporate Business Services	
<b>Branch:</b> Personnel and Payroll	

**THIS POSITION**

**Title:** Personnel and Payroll Officer

**Classification:** Level 2

**Position No:** 00013795

**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**TITLE:** Personnel and Payroll Team Leader  
**LEVEL:** 5  
**POSITION NUMBER:** 00013583

**TITLE:** Personnel and Payroll Advisor  
**LEVEL:** 3  
**POSITION NUMBER:** 00013794

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Personnel and Payroll Officer	Level 2	00013795	26 February 2015

## CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence;
- an expectation of accountability and action;
- a commitment to partnerships, professional collaboration and stakeholder involvement; and
- an environment in which diversity and equity are valued.

Corporate Business Services (CBS) delivers business focussed financial and human resource services to the Department of Education, Department of Education Services and School Curriculum and Standards Authority.

CBS supports the major objectives and outcomes of our clients by providing value for money corporate services through skilled and motivated people. CBS aims to deliver business focused financial and human resource services within an environment of standardised systems and processes.

Working in partnership with clients and other stakeholders, CBS has a customer-oriented service culture designed to complement client expectations and service operations.

CBS operates within a framework of established values and behaviours, including:

- Our People
- Leadership
- Integrity
- Innovation
- Teamwork
- Professionalism
- Excellence.

CBS fosters collaboration and teamwork and aims to provide innovative solutions in an environment of continuous improvement.

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Personnel and Payroll (P&P) Services provides corporate service support to the Education client agencies in P&P, the nature and extent of which are detailed in Service Level Agreements.

P&P Services is responsible for the creation and maintenance of employee records on the Human Resource Management Information System (HRMIS) to facilitate the accurate and timely payment of employees as well as the keeping of leave records. It also provides a first line advisory service to all HRMIS users.

## **ROLE**

The Personnel and Payroll Officer:

- provides accurate and timely P&P services, including creating and maintaining employee records
- processes leave, salary and allowance payments and deductions for income tax, overpayments, sundries and manual calculations within the payroll system
- applies understanding of applicable industrial instruments, legislation, policy and procedures to P&P activities
- liaises with payroll stakeholders to provide quality P&P information to clients
- develops and maintains good working relationships with internal and external stakeholders
- collaborates with team members to develop, implement and improve P&P processes and procedures.

## **OUTCOMES**

1. P&P activities are effectively processed in alignment with applicable industrial instruments and relevant legislation and Departmental policies.
2. Industrial instruments, legislation, policy and procedures are accurately applied in processing leave, salary and allowance payments, income tax and overpayments.
3. Manual calculations are completed accurately and in a timely manner.
4. Accurate P&P information is communicated to clients in agreed timeframes.
5. Good work practices and continuous improvement opportunities are supported.
6. Effective working relationships are established and maintained.
7. A high level of customer service is provided.

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## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated ability to understand and apply industrial instruments, legislation, policies and procedures.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. Demonstrated good communication and interpersonal skills with the ability to provide quality customer services.
4. Demonstrated organisational skills with the ability to use initiative, work independently, identify priorities and meet deadlines.

## **ELIGIBILITY**

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

## **TRAINING**

**Employees will be required to:**

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

## **CERTIFICATION**

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

**ENDORSED**

**DATE 26 February 2015  
TRIM REF # D15/0040228**