



POSITION DETAILS

TITLE: Human Resources Officer (Payroll and Training)
CLASSIFICATION: Level 4
INDUSTRIAL AGREEMENT: PS Award 1992
POSITION NUMBER: 00035952
DIVISION: Corporate Governance and Funding
LOCATION: Osborne Park
EFFECTIVE DATE: JUNE 2016
ANZSCO 223111

JDF REGISTERED

22 JUL 2016

SIGN 

The Department of Education Services is responsible to the Minister for Education and Minister for Training and Workforce Development for the administration of eight main functional areas: higher education policy and planning, legislative review, higher education regulation, training regulation, non-government schools registration and funding, independent public school review, international education regulation and teacher registration.

The regulation/registration/accreditation areas are all underpinned by national and State legislation. The Department administers these areas either directly or on behalf of the Minister except for training accreditation and registration which is under the authority of the Training Accreditation Council and teacher registration and accreditation of ITEPs which is under the authority of the Teacher Registration Board of Western Australia (the Department provides executive support to these bodies). The Department administers a substantial amount of State Government funding by way of grants, loans and subsidies to non-government schools. The Department also provides executive (and policy support where relevant) to the Rural and Remote Education Advisory Council, which has an independent Chair who reports directly to the Minister for Education.

ETHICS AND CONDUCT

Personal integrity

We act with care and diligence and make decisions that are honest, fair, impartial, and timely, and consider all relevant information.

Relationships with others

We treat people with respect, courtesy and sensitivity and recognise their interests, rights, safety and welfare.

Accountability

We use the resources of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

Our Values: In our work we value excellence. We Support people, both our staff and our stakeholders, in the pursuit of the highest possible standards of service delivery. We do this by being:

- Proactive in promoting improvement in the field of education and training wherever it is needed
- Responsive to the needs of our stakeholders
- Honest, open and accountable in everything that we do.

Our Vision is: To be a trusted leader in strengthening the quality of education and training for all Western Australians.

REPORTING RELATIONSHIPS



ROLE STATEMENT

This position undertakes a key quality assurance role in support of the department's payroll function.

This position is responsible for ensuring that in-house learning and organisational development solutions are facilitated and effectively delivered. The position undertakes research, analysis, implements improvements and reports on payroll practices, processes and systems and also provides a customer-focused advisory support service to all levels across the Department.

Provides project management for initiatives, program and projects relating to the development of the workforce. Undertakes data extraction, collation of the relevant data from a range of sources, analyses and evaluates the data and provides reports to support the Branch in the development of strategies aimed at enhancing the workforce capacity.

KEY RESULT AREAS AND DUTIES

Personnel and Payroll (P&P) (30%)

- Consults with P&P teams (Corporate Business Services) and identifies issues that impact on the Department's payroll related activities.
- Undertakes quality assurance activities including investigating and reporting complex payroll and leave issues and the auditing of payroll related activities and personnel records.
- Identifies, develops and implements personnel and payroll work practices, processes and systems.
- Participates in the implementation and promotion of human resource management policies, guidelines, procedures and processes with particular relevance to personnel and payroll functions, activities and tasks.
- Assists as required by Manager, Human Resources, with the operational (day-to-day) human resource service delivery including the recruitment, personnel and payroll functions.

- Applies industrial instruments, legislation, Treasurer's Instructions and policy to personnel and payroll related activities and queries.

Learning and Organisational Development (20%)

- Participates in the provision of strategic advice on learning and organisational development programs.
- Delivers and facilitates targeted in-house learning and organisational development solutions.
- Manages CUA contracts and the panel of training providers.
- In consultation with the Manager Human Resources, assists in the development and delivery of solutions to address leadership development and succession planning and other HR strategic projects.
- In consultation with the Manager Human Resources, assists in the design of strategies to improve the Department's culture and performance.
- In consultation with the HR Manager, assists in the evaluation of workforce planning needs.
- Production of Training and Development Policy, standards and guidelines.
- Conducts surveys and Department's training needs analysis (at least annually) and develops targeted solutions to address training gaps.

Evaluation and Reporting (20%)

- Identifies and analyses data, researches emerging trends and issues, provides comprehensive reports and makes recommendations for continuous improvement strategies, aligned with best practice.
- Regularly reports on and evaluates learning and organisational development programs, as well as health and wellbeing strategies and their effectiveness.

Consultancy and Advice (15%)

- Assists the Manager Human Resources in the completion of monthly DG Dashboard and other established reports on the department's key demographics and leave usage balances.
- Develops new reports in response to emerging trends and priorities.
- Undertakes projects contained in the department's Workforce and Diversity Plan.
- Delivers a consultancy and advisory service to managers and staff to enable best practice and continuous improvement in relation to individual and organisational performance.
- Undertakes research into legislation, working conditions, salaries and other significant human resource matters and prepares appropriate submissions and recommendations.
- Monitors and reviews operational processes against key performance indicators and governance requirements.

Administration and Support (10%)

- Undertakes administration activities covering a range of areas including procurement, employee contract management, recruitment and selection documentation and correspondence, and resolution of internal and external audit queries.
- Coordinates programs including induction, OSH, equity, leadership and accountability training and development programs.

Other Duties (5%)

- Undertakes other duties as directed.



JOB RELATED REQUIREMENTS:

The job related requirements are to be read and addressed with reference to the role statement, context and scope, and statement of duties of this position and incorporating the principles of equal employment opportunity and occupational safety and health.

Essential**1. Shapes and Manages Strategy**

- Demonstrated working knowledge and experience in operating a complex payroll system with the proven comprehensive ability to apply industrial instruments, legislation and policy to personnel and payroll related activities.
- Demonstrated well-developed research, conceptual and analytical skills which support continuous improvements strategies.
- Demonstrated ability to anticipate, analyse and respond to emerging issues.

2. Achieve Results

- Demonstrated well developed organisational and project management skills with the proven ability to coordinate and deliver outcomes in agreed timelines.
- Works independently and manages own work deliverables and proactively collaborates with others to achieve results.

3. Builds positive relationships

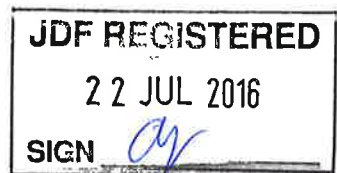
- Relevant experience in the effective delivery of services to clients together with a personal commitment to continually achieving a high level of client satisfaction.
- Ability to respond under direction to changes in client needs and expectations, manages progress and keeps clients informed, providing prompt service.

4. Exemplifies Personal Integrity and Self Awareness

- Displays judgement, initiative and professionalism, adheres to the Code of Conduct and behaves in an honest and ethical way.
- Proactively seeks to continually learn and develop.

5. Communicates and Influences Effectively

- Well-developed communication and interpersonal skills.
- Well-developed report writing skills.

**ELIGIBILITY****Employees will be required to:**

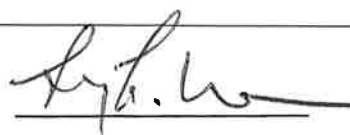
- Obtain satisfactory employment screening including criminal history check.

Substantive equality

The Department of Education Services is an equal opportunity employer committed to workplace equity and diversity. All employees are expected to take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the organisation's occupational health and safety (OHS) policies and procedures.

Occupant


Director


A/ Director General 21/7/16.