



JOB DESCRIPTION FORM

Position details

Position title	Payrun Coordinator
Classification/Level	Level 5
Award/Agreement	Public Sector Award 1992, Public Service and Government Officers General Agreement 2014 Department of Fisheries Agency Specific Agreement 2014 Public Service Allowances (Fisheries and Wildlife Officers) Award 1990
Position number	25081
Section	HR Operations
Branch	People Services
Division	Corporate Services
Physical location	Perth
Effective date	1 June 2016

Reporting relationships

This position reports to Payroll Manager 24965, Level 6

Direct Reports to this position: 2

About us

The Department of Fisheries manages Western Australia's fish, marine and the freshwater fisheries and the habitats on which they depend. We aspire to be recognised and respected by the WA community for our leadership in fisheries and aquatic resource management. The Department's purpose is to deliver sustainable management and development of the State's fisheries and aquatic resources by being responsive, resilient and results-focused.

The major objectives of the Department are to:

- Ensure WA's fish stocks and aquatic ecosystems are sustainable
- Achieve an optimum balance between ecological, economic and social considerations in management decisions that deliver sustainable fish stocks and aquatic ecosystems
- Promote effective strategic alliances and community stewardship
- Achieve effective and efficient use of resources to support the delivery of business outcomes

Our values

- **Excellence** in everything we do
- **Unity** by working together for a common purpose
- **Respect** through working with integrity and courtesy
- **Innovation** by developing new ways and embracing change
- **Leadership** by showing the way

Objectives of position

- Supervision of a small team undertaking payroll and leave processing and provision of payrun services.
- Undertakes the end to end production of fortnightly payroll including consolidations, balancing, dispersals and data exchange processes.
- Implements and maintains effective quality controls with regards to payroll and leave systems and processes.
- Works closely with internal and external stakeholders to facilitate continuous improvement of system integrity, integration with other corporate systems and reporting.
- Provides payroll and leave reports and support and backup for the HR System Administrator.

Key responsibilities

SUPERVISION

- Prioritises and manages the day to day processing of payroll transactions and payrun activities.
- Provides training, support and mentoring to the team, ensuring effective knowledge transfer and promoting a customer service culture.

PAYRUN PROCESSING

- Responsible for the scheduling, preparation, checking and commitment of the fortnightly pay run.
- Undertakes reconciliation and balancing of payroll, creditor dispersals and data exchange processes accurately and within legislative timeframes.

- Maintains the accuracy and integrity of fortnightly payroll and accrual of leave entitlements.
- Uploads the payroll bank file to the agency's online banking software for further approvals.
- Identifies, calculates and administers the recouping of salary overpayments and processing of leave transfers and salary packaging arrangements in a timely and accurate manner.
- Works closely with internal and external auditors through provision of information and supporting evidence relating to payroll and leave control processes.

QUALITY ASSURANCE

- Maintains effective quality controls in relation to payroll and leave processes and calculations.
- Investigates and implements system and process improvements identified by internal and external audit reports.

PAYROLL ADMINISTRATION

- Responsible for the preparation and processing of End of Financial Year processes, including the reconciliation and production of payment summaries.
- Interprets payroll and leave related acts, awards, agreements, policies and procedures and translates them into system configuration requirements.
- Researches, investigates and resolves complex payroll and leave issues, including the undertaking of HRMIS testing and analysis of test results.
- Develops and produces payroll and leave reports to assist with the delivery of payroll and personnel activities.
- Provides support and backup for the HR System Administrator.

STAKEHOLDER ENGAGEMENT

- Works closely with internal and external auditors through provision of information and supporting evidence relating to payroll and leave control processes.
- Develops and maintains effective networks with other government agencies to research and identify improvements and solutions.
- Works closely with the HR System Administrator and Finance staff to ensure accurate correlation between the finance and payroll systems to improve and maintain integrated systems and reporting.

OTHER

- Performs other duties commensurate with the nature and level of the position as required.

Work related requirements

Essential

1. Proven experience in the delivery of payroll services in a complex industrial environment, including the production, reconciliation and disbursement of payroll.
2. Demonstrated knowledge of and ability to interpret and apply Acts, Awards, regulations and other relevant HR policies and legislation.
3. High level of oral and written communication skills, with the proven ability to consult and influence staff at all levels, building and maintaining positive working relationships.
4. Excellent organisational skills with demonstrated experience in working both independently and in a team environment with the ability to manage a range of diverse tasks and competing priorities.
5. Proven ability to research and analyse issues and offer workable solutions to problems.
6. Ability to engage and manage people and resources to ensure the delivery of results and achievement of outcomes.

Desirable

7. Experience with the Aurion HR Management and Information System.

Special equipment/requirements

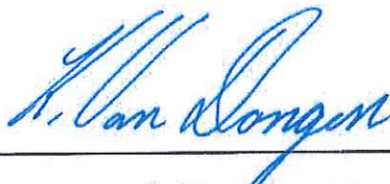
Nil.

Certification

The duties, responsibilities and requirements of this position have been approved by the delegated authority.

Division Head

Signature:



Date: 1 / 6 / 16

Position Title:

Kieth Van Dongen
Executive Director
Corporate Services