

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

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

THIS POSITION

Title: Personnel and Payroll Adviser

Classification: Level 3

Position No: 00013794

Positions under direct responsibility

Title:	Classification:	Position No:	Number of FTE's Controlled:
Personnel and Payroll Officer	Level 2	00013795	Various

REPORTING RELATIONSHIPS

TITLE: Manager Payroll Operations

LEVEL: 7

POSITION NUMBER: 00023535

TITLE: Personnel and Payroll Team Leader

LEVEL: 5

POSITION NUMBER: 00013583

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Personnel and Payroll Adviser	Level 3	00013794	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
- 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 services.

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

The P&P Branch is responsible for the creation and maintenance of employee records on the Human Resource Information Management 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 Adviser:

- monitors P&P business processes and activities for relevant teams, including the creation and maintenance of employee records and processing transactions requiring manual calculations
- supports effective team performance through monitoring, coaching and providing appropriate support and guidance to enhance the skills, knowledge and abilities of P&P officers
- ensures all P&P business processing activities are delivered accurately and consistent with industrial instruments, legislation, policies and procedures
- extracts information and data from the payroll system, assists with data analysis and provides recommendations to the Team Leader
- provides information and advice regarding P&P matters to internal and external clients
- identifies and develops service improvement opportunities through regularly reviewing and updating business practices
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

OUTCOMES

1. P&P business processes, services and activities are effectively monitored and aligned with customer service principles.
2. P&P transactions are accurately processed consistent with industrial instruments, legislation, policies and procedures.
3. The skills, knowledge and abilities of P&P officers are developed to support quality services and business processes.
4. Complex payroll processes and transactions requiring manual calculations are managed and completed accurately and in a timely manner.
5. A quality P&P advisory service is provided to internal and external clients.
6. Continuous improvement opportunities are supported through regularly reviewing and updating business practices.
7. Payroll issues are analysed and resolved in partnership with internal and external stakeholders and clients in a timely manner.
8. Accrued leave of staff is managed effectively.
9. Performance management and development is delivered effectively.

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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 sound team management and supervisory skills including the ability to motivate and develop staff and effectively monitor and coordinate the work flow of a team.
2. Demonstrated sound knowledge and experience with complex operating systems and the ability to understand and apply relevant industrial instruments, legislation, policy and procedures.
3. Demonstrated sound communication and interpersonal skills, including the ability to deal effectively with a wide range of individuals at all levels.
4. Demonstrated sound conceptual and critical thinking skills with the ability to identify appropriate solutions.
5. Demonstrated initiative and sound organisational skills including the ability to identify priorities meet deadlines and provide a high level of customer service.

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 D15/0040248