



Job Description Form

Department of Regional Development

40013047; 40013327 - Human Resource Officer

POSITION DETAILS

Classification Level: Level 4
Award, Agreement: PSA 1992, PSGOGA 2014
Position Status: Permanent
Physical Location: Perth
Organisation Unit: Human Resources
Job Family: Human Resources

REPORTING RELATIONSHIPS

Responsible to:

Director General Band 3 Special Division CEOs

Deputy Director General Class 3

Director Portfolio Support Level 9

Manager Human Resources Level 8

Principal HR Business Partner Level 7/Senior HR Business Partner Level 6

THIS POSITION: Human Resource Officer Level 4

Number of direct reports: Nil

ABOUT REGIONAL DEVELOPMENT

Regional development builds vibrant regions with strong economies, by establishing the socio-economic foundations for development and driving growth and new investment.

Changes to the Western Australian economy reinforce the importance of coordinated and focused regional development effort to put in place the right conditions for growth and ensure we seize the best opportunities and tackle the greatest challenges facing the regions.

The Department of Regional Development and the nine Regional Development Commissions have a clear reform agenda to develop an integrated portfolio approach to shaping, driving and delivering the State's Regional Development Strategy. This includes delivering the greatest value possible from the State's dedicated \$1 billion per year regional development investment fund – Royalties for Regions.

Regional development is about passionate people who want to make a difference in the lives of regional Western Australians. It's about working across government, industry and community to build collaborative and productive partnerships around the most important development priorities. It's about having the vision, the courage, and the conviction to set the right objectives, shape the right strategies and take responsibility for achieving results.

KEY WORK DESCRIPTION

The Human Resource Officer will work flexibly in a team environment to provide a highly effective and customer focused human resource consultancy support service to clients at all levels across the Portfolio.

WORK DESCRIPTION

In the context of the role, the position holder could be expected to perform any of the following:

GENERAL

- Liaise, consult and advise clients at all levels across the Portfolio on a range of human resource service delivery matters and/or complex employee benefits and payroll matters.
- Maintain effective working relationships with key stakeholders, and advocate for, and maintain an understanding of, contemporary human resource management matters.

EMPLOYMENT SERVICES

- Provide a highly effective and customer focused human resource consultancy and advisory support service to clients at all levels across the Department and within the Portfolio.
- Provide support for projects and activities relating to personnel and payroll, recruitment and selection, redeployment, establishment, induction, learning and development, performance management, occupational health and safety matters.
- Prepare reports to meet legislative, management and stakeholder needs and provide analysis of data and trends and potential impact on human resource needs for the Portfolio.
- Contribute to the development and review of human resource management policies, guidelines procedures and processes.
- Liaise with other government departments regarding the development of, and issues related to, human resource policies and practices.

EMPLOYEE SERVICES

- Manage the fortnightly pay run process and scheduling of the pay run cycle. Transmit salaries and other associated payments to financial institutions via Electronic Funds transfer (EFT).
- Produce all payroll output reports and interfaces, and check and/or reconcile all payroll output reports and interfaces for accuracy and appropriateness including data exceptions and net pay rejections.
- Review fortnightly payroll data to facilitate the reconciliation of payment summaries.
- Perform pre-pay run quality checks.
- Undertake production of fortnightly payroll reports and processes.

- Coordinate and undertake personnel and payroll transactions and monitor staff movements including contract expiry, transfers and secondments.
- Maintain personnel records and ensure compliance with awards, agreements and legislation.
- Conduct regular leave audits.
- Liaise with the ATO, salary packaging providers and GESB on a range of payroll issues.
- Participate in the maintenance and ongoing enhancement of reports and integrity of HRMIS data.
- Maintain and report on the overpayments register and other databases to support pay production activities.
- Other duties as required.

WORK RELATED REQUIREMENTS

The occupant must be able to demonstrate, within the context of the position:

Essential

1. **Human Resources:** Applies knowledge and understanding of HR processes, policies and procedures to provide timely and accurate advice.
2. **Leadership:** Contributes to change activities and assists others to adapt to change.
3. **Strategy:** Draws on and analyses information from a range of sources and uses judgement to make evidence-based recommendations.
4. **Delivery:** Clarifies work objectives and takes responsibility for managing own work to achieve outcomes within timelines.
5. **Communication and Engagement:** Works cooperatively with others, listens to differing ideas and views, and discusses issues thoughtfully and credibly.
6. **Promoting an Accountable Portfolio Culture:** Shows initiative and a commitment to following up on matters, proactively sourcing information and drawing on available resources to provide excellent customer service.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

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

EXECUTIVE DIRECTOR

Signature: _____ Date: _____

DIRECTOR GENERAL/MANAGER HR

Signature: _____ Date: _____

CERTIFICATION DATE: 17 October 2016