

## POSITION DETAILS

**Position Title**

Payroll Officer

**Position Number**

Pool

**Classification Level**

Level 2

**Award/Agreement**

Public Service Award 1992, or any other  
prevailing industrial instruments

**Division/Directorate**

Corporate Services/Business Operations

**Branch/Section**

Payroll Services

**Physical Location**

140 William Street, Perth

**Effective Date**

2/12/2019

**Employment Type**

Permanent

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

13852 – Team Leader, Payroll Production – Level 5

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

To provide customer focused payroll services and advice to the DLGSC.

## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

### MISSION

**To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.**

### VISION

**Creating a vibrant, inclusive and connected WA community.**

### VALUES

**Customer Focused  
Responsive  
Respectful  
Accountable  
Innovative**

### DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places

### DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

### Participation

- Actively participates in a team which is customer focused and based on established values and behaviours.
- Contributes positively to a safe team environment that values equity and diversity and enables the achievement of personal and team goals.
- Maintains awareness of relevant trends and issues concerning the deliverables of the position and the team.
- Engages in training and development initiatives and programs to enhance professional development.

### Customer Service

- Provides accurate advice on a range of payroll activities ensuring compliance with all relevant Awards and/or Agreements.
- Assists employees in the access and retrieval of personal, pay and entitlement details through the use of Web Kiosk.
- Attends to telephone, written and face to face enquiries in relation to payroll matters.

### Quality Assurance

- Carries out audit checks of other team members' work, including the verification of all calculations.
- Assists in ensuring the integrity of the fortnightly payroll.

### Payroll Services

- Provides processing services for a range of payroll activities ensuring compliance with all relevant Awards and /or Agreements.
- Maintains up to date and accurate records of employment, personal details and entitlements in the computerised human resource management information system (HRMIS) for all portfolio staff.
- Assists in the review, development and implementation of systems, procedures and processes in the personnel and payroll area.
- Completes leave audits.

### Other

- Contributes to the maintenance and updating of documentation regarding personnel and payroll procedures, awards and agreement updates and other relevant documentation.
- Assists with human resource projects and initiatives as required.
- Other duties as required with respect to the skills, knowledge and abilities of the employee.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

### Essential

1. **Role Specific**

- The ability to deliver a customer focused payroll service using a computerised human resource management information system or equivalent.
- A demonstrated ability to interpret and advise on multiple payroll related acts, awards, agreements, policies and procedures.

2. **Shapes and Manages Strategy**

Ability to complete tasks to specified timeframes in accordance with business objectives.

3. **Achieves Results**

- Sound organisational and prioritising skills with the ability to maintain accurate records.
- Sound problem-solving skills with the ability to provide workable solution.
- The ability to work as part of a team and contribute to the achievement of team goals.

4. **Builds Productive Relationships**

Ability to develop and maintain productive relationships with various stakeholders, whilst ensuring client expectations are managed appropriately.

5. **Exemplifies Personal Integrity and Self-awareness**

- Ability to demonstrate public service professionalism by performing duties of the role in accordance with departmental and team objectives, obtaining feedback and guidance from manager where required.
- Ability to understand and operate within the mission, vision and values of the Department.

6. **Communicates and Influences Effectively**

Sound communication skills, including the ability to ask questions to seek further clarification when unsure of expectations.

## Desirable

- Experience in the Ascender Human Resource Information Management System.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- A current (within six months) National Police Clearance Certificate will be required.

### Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

### Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's Accountable and Ethical Decision-Making training within six months of appointment eg. duties required to undertake the role

## CERTIFICATION

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

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**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

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**Employee Signature**

Date (DD/MM/YYYY)

**REGISTERED**

DEPARTMENT OF LOCAL  
GOVERNMENT, SPORT AND CULTURAL  
INDUSTRIES

Initials: KC

Date: 10.12.2019