



POSITION DETAILS

Position Title

Senior Payroll Officer

Position Number

Pool

Classification Level

Level 3

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, L5

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Supporting the team leader with the team's day-to-day operations, by ensuring a highly responsive customer advisory service is provided in regard to payroll policies, procedures and processing. Provides advice and support to the Payroll Officers, line managers and staff on resolving the more complex personnel and payroll matters.



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.
- Represents the team internally and externally as required.
- Contributes to the development and implementation of system and process improvements.

Payroll Services

- Assists in the day-to-day supervision of Payroll Officers ensuring they provide a high standard payroll service to the Culture and Arts Portfolio.
- Undertakes more complex payroll transactions including terminations, leave conversions and prior service.
- Researches, investigates and resolves complex payroll issues.
- Provides advice to all portfolio staff regarding conditions of employment.
- Coordinates and processes all portfolio T1520s, secondment salary recoups and overpayments, in consultation with Financial Services.
- Coordinates and processes a Commonwealth Paid Parental Leave requests in consultation with Financial Services.
- Assists staff with salary packaging processes, Australian Tax Office (ATO) implications and superannuation queries.
- Assists with the completion of leave audits relating to termination, retirement, severance and/or as requested by all Department Portfolio staff.
- Supports the validation and accuracy of payments and information by providing a quality assurance service.
- Assists with the development and maintenance of the payroll procedures manual.

Other

- Participates in team projects and initiatives and contributes to the review and improvement of processes and procedures when required.
- Mentors payroll officers regarding payroll matters.
- 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**

- Demonstrated experience in the provision of a Payroll service in a complex environment, using a computerised Human Resource Management Information System (HRMIS).
- Proven and demonstrated ability to provide accurate advice through the correct interpretation of employment entitlements in accordance with multiple legislations, Awards, Agreements and other relevant documents.

2. **Shapes and Manages Strategy**

Ability to research, analyse and make evidence-based recommendations.

3. **Achieves Results**

- Sound organisational and prioritising skills with the ability to see tasks through to completion deadlines whilst achieving a high level of customer service.
- Analytical and problem-solving skills with the ability to provide workable solutions.
- The ability to work effectively within a team environment and contribute to the achievement of team goals.

4. **Builds Productive Relationships**

Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals.

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**

Well developed communication skills, including the ability to adapt messages to suit the intended audience.



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 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