## POSITION DETAILS

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| --- | --- |
| Position Title | Position Number |
| Senior Payroll Consultant | 16068 |
| Classification Level | Award/Agreement |
| Level 4 | Public Service Award 1992, or any other prevailing industrial instruments |
| Division/Directorate | Branch/Section |
| Corporate Services | Finance, Procurement and Payroll |
| Physical Location | Effective Date |
| 140 William Street PERTH | 17/08/2023 |
| Employment Type | Employment Status |
| Permanent | Full time |

### REPORTING RELATIONSHIPS

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| --- | --- |
| **Position reports to** | **Positions reporting to this position** |
| P15892 – Team Leader Payroll - L5 | Nil |

### PURPOSE OF THE POSITION

* The position is an operational payroll subject matter expert (SME) providing end-to-end remuneration and client enquiry services in accordance with the Quality Pay Policy and DLGSC Payroll Practice Standards to a diverse client base across the DLGSC and client statutory authorities.

## 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.

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| MISSION | VISION | VALUES |
| **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.** | **Creating a vibrant, inclusive and connected WA community.** | **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.

1. Payroll Remuneration Services

As an operational payroll subject matter expert (SME) works in a self-directed manner to:

* undertake end to end (hire to retire) processing of pay, benefits, leave, packaging, tax, termination and other standard and non-standard entitlements.
* achieve outcomes that meet the quality standards under the DLGSC Quality Pay Policy and Payroll Practice Standards. This includes information governance, data and naming conventions and other recordkeeping responsibilities.
  + provide enquiry services that are customer-focused, professional and effective in communicating legislative and regulatory conditions, calculations or concepts impacting remuneration to a diverse client base across administrative, technical, specialist and service industries.
  + balance priorities and shape responses to resolve matters and progress outcomes when dealing directly with, or in relation to senior executive, matters of a sensitive nature, significant financial consequence and/ or are in dispute
  + author correspondence and internal reports that meet DLGSC expectations for business documents. Collates supplementary information relevant to issues or matters under investigation (such as timelines of events, actions or decisions; source documents; related policy or legislative references).

1. Service Improvement

* Maintains currency of knowledge and proactively adopt change. Applies continuous learning to critically evaluate current methods and identify opportunities for improvement. Develops tools and resources to support remuneration processing (templates, calculators, forecasting)
* Contributes to drafting guidance notes, customer Q and A and Help resources. Undertakes research and maintains the Payroll Library of prior decisions, scenarios, and "good practice" examples.
* Models commitment to individual and team excellence. Work practices reflect attention to detail and ownership of results. Investigates/ verifies requirements to ensure compliance “first time”.
* Supports work practice induction for payroll team members.

## 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

### This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. **Role Specific**

* Extensive operational experience in pay and remuneration processing across the suite of employment entitlement streams. Demonstrated expertise to deliver (hire to retire) remuneration services in a complex legislative environment using a Human Resource Management System (HRMIS).
* Proven ability to provide accurate advice through the correct interpretation of employment provisions, legislative requirements and systems outputs; and through investigation, calculation or verification of transaction inputs and other information and data sources.
* Able to determine factors of relevance to resolve complex issues and queries, and to identify opportunities to refine methods and processes to improve the overall quality of services.
* Effective communication interpersonal skills, and ability to write for a government or business context.
* Proven ability to work independently and be effective in managing priorities.

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.
* Proven ability to research, conceptualise and analyse issues and offer workable solutions to problems.
* 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

1. Experience with and functional understanding of Ceridian / Ascender aPay HRMS is highly desirable

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Appointment is subject to:

* 100 point identification check; and
* 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.

### Training:

* Complete induction within three months of commencement.
* Complete Accountable and Ethical Decision Making Training within 6 months.
* Complete any training specific to the role required by Departmental policy.

## 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)