



Senior HR Systems and Payroll Officer Level 4 (GRS25100)

Group:	Corporate Services and Transformation	Location:	East Perth - Mineral House
Division:	People and Culture	Supervises:	0
Branch:	People Services and Capability	Reports to:	Team Leader Human Resources Systems and Reporting
Section:	Employee Benefits and HR Systems		

Operational Context

The People and Culture Directorate leads the development and delivery of people-related services and initiatives, driving enhancements to organisational culture and employee wellbeing. This includes strategies and programs to attract, retain and develop employees, administering employee benefits programs, and supporting performance management and workplace conduct matters. These initiatives contribute to the successful achievement of our strategic plan through empowering our people and prioritising efficient and effective human resources practices and systems, the safety and wellbeing of our people and leadership capability.

Role Overview

This position provides advice and support for the Department in relation to Payroll, HR Systems and associated databases. It is responsible for ensuring data integrity and leading research, testing and implementation activities to drive the development and enhancement of Payroll and HR systems.

Building Leadership Impact as a Personal Leader

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Participates in projects relating to Payroll, HR systems, policy or legislation implementation to meet management, and other stakeholder requirements.
 - Assists with the research, development, configuration, testing and enhancement of Payroll and HR systems databases to ensure operational and business needs are met.
 - Supports the maintenance and continuity of the Payroll and HR systems to ensure it supports HR processes, practices and initiatives.
 - Ensures the accuracy and integrity of Payroll and HR data to ensure compliance with statutory and whole of Government requirements.
 - Monitors issues and identifies opportunities to improve and streamline Payroll and HR systems processes that benefit the business and user experience.
 - Produces and maintains documentation for Payroll and HR systems procedures.
 - Collaborates as a member of a team to ensure the effective delivery of Payroll and HR systems services.
 - Supports and assist with production of fortnightly payroll activities to ensure optimum performance and delivery of payroll.
 - Provides customer focused advice and support regarding Payroll and HR systems to relevant stakeholders.
 - Maintains up to date knowledge of general HR management trends, relevant Awards, Industrial Agreements and issues, particularly regarding employee benefits and payroll.
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Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
 - Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
 - Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
 - Performs other duties as directed.
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Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated analytical and research skills, including the ability to interpret and implement legislative requirements.
- Demonstrated experience in the use and maintenance of Payroll and HR Systems.

- Demonstrated experience working as a member of a team to deliver Payroll and HR Systems projects.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You acknowledge the relationship between your work and the value it contributes to your team.
 - **Think Through Complexity** - You approach problems with systematic thinking and seek alternative options before implementing solutions.
 - **Dynamically Sense the Environment** - You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
 - **Deliver on High Leverage Areas** - Under the supervision of your manager, you work to meet specified timelines and priorities, completing your work to a high standard.
 - **Build Capability** - You engage in processes and activities that grow the team's capability and effectiveness.
 - **Embody The Spirit of Public Service** - You are excellence oriented and deliver results for your team.
 - **Lead Adaptively** - You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.
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This position reports to:

Team Leader Human Resources Systems and Reporting - Level 6 (MIN01033)

Positions reporting to this Role:

This position has no direct reports.

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check

Approved Date

27-NOV-2025