



Job Description Form

Senior Payroll Officer (Generic)

Payroll Services

Position details

Classification Level: 3

Award/Agreement: Public Service Award 1992 / Public Service CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Corporate Services Division, Human Resources Directorate

Physical Location: Perth CBD

Reporting relationships

Responsible to: Payroll Team Leader – Level 4

This position: Senior Payroll Officer - Level 3

Direct reports: NIL

Overview of the position

The Payroll Services Branch is accountable for delivering a high-level payroll, advisory and consultancy service for the Department. The branch also provides expertise across the Department on a range of human resource functions and complex human resource issues. The branch ensures compliance with relevant legislation and government policy, awards and frameworks.

The Senior Payroll Officer is responsible for coordinating and assuring daily processing of personnel and payroll activities are completed to ensure accurate and timely payroll related service is provided for clients. The Senior Payroll Officer assists in identifying and developing service improvement opportunities through regularly reviewing and updating business and system processes.

Job description

As part of the Payroll Services team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions

- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.

Role specific responsibilities

- Coordinates and provides a high-quality payroll service including; calculating salary, leave entitlements, severance payments, allowances, variations, superannuation, taxation, overpayments, secondments, terminations, transfers and other complex payroll transactions.
- Maintains a high level of HR and payroll knowledge to ensure personnel and payroll processing activities are coordinated, processed in a timely manner and comply with awards, agreements, and related government legislation.
- Undertakes data analysis and quality assurance processes and reporting throughout the pay cycle.
- Manages and resolves issues from clients in a timely manner.
- Supports and mentors team members to enhance skills, knowledge and abilities.
- Provides an effective advisory service to clients.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the reasons for decisions made within the division and be able to explain how they are related to their work, identify issues that may impact on the achievement of goals and inform supervisor, utilise knowledge of the work environment to contribute to planning activities, draw information from a variety of sources and apply common sense to analyse what information is important/relevant are all important for this role.

Achieve Results

Developed skills and ability to; effectively plan, reschedule and reorganise work to reflect changes in priorities to meet set targets, demonstrate knowledge of new programs, plans or services that are relevant to the position; maintain, with high attention to detail, accurate records and files; and, ensure that tasks are completed within strict timeframes are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with senior management colleagues and clients, share information with stakeholders and seek input from others to inform team discussions, mentoring team members and ensure that relevant/important information is shared where required, treat people with respect and courtesy and to act on constructive feedback are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, behave in a honest professional and ethical way, check and confirm the accuracy of all information prior to release, take responsibility for the completion of work and seek guidance where necessary, stay calm under pressure and not react personally to criticism, acknowledge mistakes and learn from them, meet agreed performance levels and seek and accept supervisor feedback and guidance are all important for this role. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

An ability to; structure messages clearly and succinctly orally and in writing, gain a clear understanding of others' comments by actively listening and asking questions to ensure understanding – checks that own views have been understood and able to discuss issues thoughtfully without becoming aggressive are requirements for this role.

Role Specific Criteria

- Demonstrated ability to work in a computerised personnel/payroll environment.
- Demonstrated knowledge and understanding of awards, agreements, legislation, policy and procedures.
- Demonstrated well developed verbal, written and interpersonal communication skills with the ability to correspond, consult, negotiate and liaise effectively with clients.
- Ability to identify problems or systemic issues and propose solutions, make recommendations or escalate matters for consideration.

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 – Human Resources

Signature: _____ Date: 4 January 2024

HR certification date: January 2024