

Job Description Form (JDF)

Position details

Position title:	Senior Payroll Officer
Position number:	70180237 / 70230563 / 70230065
Classification:	Level 4
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Corporate Services
Directorate:	People and Culture
Branch:	HR Operations and Employee Services

Reporting relationships

Reports to:	Team Leader Payroll Services (70230160), Level 6
	This position
Direct reports:	3

Role summary

Provides key assistance to the Team Leader Payroll Services in coordinating the delivery of accurate, timely and highly responsive customer and solutions-focused payroll service. Provides guidance and problem solving on complex transactions. Identifies opportunities for continuous improvement and contributes to the implementation and improvement of policies, processes, systems and procedures.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Payroll Services

- Generates and maintains employee personal and pay information and provides advice and direction to the payroll team for the delivery of a professional, responsive and value-adding transactional and advisory payroll service.
- Assists the Team Leader Payroll Services in coordinating the work across the team to ensure the timely processing of payroll services.
- Establishes and maintains suitable quality assurance, control practices and procedures for payroll processing which ensure data integrity and compliance with relevant legislation and policy.

- Coordinates the recovery of confirmed overpayments in accordance with relevant industrial instruments, legislation and departmental procedures.
- Contributes to the collation of statistics, information and reports.
- Assists in the payroll services business plan and the development and review of policies and procedures.
- Builds and maintains productive working relationships within the directorate and effective networks with other government agencies to support the continuous improvement and delivery of payroll services.
- Liaises with the Workforce Data and Systems team to ensure system compliance with legislative and policy requirements and best practise.
- Provides a high level of customer service and interprets and provides advice to staff and managers across the portfolio on relevant legislation and policies.

Payroll Services Improvements

- Identifies training needs of payroll staff, provides coaching and arranges training to enhance service delivery and technical knowledge.
- Undertakes research and analysis to resolve complex payroll issues and implements procedural changes across the team.
- Contributes to the analysis of information to lead to the improvement of payroll services.

Corporate Responsibility

- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

Work related requirements

The Public Sector Commission’s Leadership Expectations provides a common understanding of the mindsets and expected behaviours required of all public sector employees. Everyone leads in a context, and the leadership context for this role is **Leading others**. The ability to demonstrate and apply the below expected requirements and behaviours will be assessed in the context of this role.

Essential criteria

<p>Role specific requirements</p>	<ol style="list-style-type: none"> 1. Demonstrated experience in the delivery of payroll services in a complex organisation across all payroll functions and transactions. Experience in using and continuously improving a computerised HRMIS. 2. Demonstrated knowledge of and ability to interpret and apply relevant policies and legislation.
<p>Lead collectively Seek and build key relationships, work together and focus on the greater good.</p>	<ul style="list-style-type: none"> • You link the work of your team and your domain of expertise to DPIRD’s objectives and can explain this linkage clearly to others.

	<ul style="list-style-type: none"> You monitor the impact of your decisions and actions, ensuring that you continuously deliver value for DPIRD.
<p>Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks to solve problems and enhance effectiveness.</p>	<ul style="list-style-type: none"> You use your skills, experience and knowledge to anticipate and identify problems. You draw on information from an array of sources, applying your judgement and technical expertise to identify what is relevant and important.
<p>Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.</p>	<ul style="list-style-type: none"> You listen to, understand and recognise the needs of others in your work environment. You seek to understand the root cause of problems by investigating multiple sources of information.
<p>Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.</p>	<ul style="list-style-type: none"> You identify obstacles early and navigate setbacks as they arise. You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
<p>Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> You understand your role as a leader in fostering a healthy workplace across your team or work area that aligns with creating a positive culture in the sector. You lead development and focus on processes and activities in your team and domain of expertise.
<p>Embody the spirit of public service Display empathy, compassion, humility and integrity in all interactions and a genuine passion for the work; Demonstrate a responsibility to Western Australians; work in the interest of the public good.</p>	<ul style="list-style-type: none"> You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency. You display and embody the spirit of public service in all your decision making, interactions and professional activities.
<p>Lead adaptively. Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> You embrace change in your work area. You share your learnings, encouraging an environment of continuous learning and growth.

Desirable Criteria

- Experience running the end to end Pay Run process within a HRMIS.

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Occasional travel to and from metropolitan and regional offices may be required.

- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Position title: Managing Director, Corporate Services

Endorsement Date: 19 March 2025