



Coordinator Employee Benefits - Level 5 (IR040087)

Group:	Corporate Services and Transformation	Location:	East Perth - Mineral House
Division/Directorate:	People and Culture	Supervises:	0
Branch:	People Services and Capability	Reports to:	Team Leader Payroll and Employee Benefits
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 on complex industrial relations and payroll matters and undertakes research into conditions of employment and other employee benefits.

Building Leadership Impact as a Leader of Others

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 motivating and enabling a team to deliver high-quality work that contributes to the agency. They balance their time between doing the work, and coaching, guiding and developing others.

Role Responsibilities

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

- Research, analyse and make recommendations regarding industrial relations matters relating to conditions of employment salaries and allowances, and complex payroll matters.
- Coordinates payroll activities to deliver customer focused employee benefits services to the department.
- Provide advice to managers and employees on the correct interpretation and application of complex conditions of employment as provided by industrial instruments and policies and procedures.
- Manage complex personnel and payroll activities.
- Provide training coaching and support to the Employee Benefits team.
- Liaise with internal and external stakeholders on personnel and payroll matters.
- Lead or participate in projects relating to Employee Benefits payroll initiatives.
- Contribute to the development and review of Employee Benefits policies, procedures and processes.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the 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.
- Performs other duties as directed.

Role Specific Requirements

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

- Demonstrated knowledge of Industrial Relations relating to conditions of employment and employment legislation and the ability to interpret and provide advice on these matters.
- Demonstrated experience in coordinating complex payroll activities for a large organisation.
- Demonstrated ability to guide and coach team members.

Expected Leadership Behaviours

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

- **Lead Adaptively** - You proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value.
- **Embody The Spirit of Public Service** - You embody the spirit of public service by displaying empathy and compassion, integrity and humility.
- **Build Capability** - You embrace a diverse team and draw on the unique strengths of each member.
- **Deliver on High Leverage Areas** - You identify obstacles early and navigate setbacks as they arise.
- **Dynamically Sense The Environment** - You seek to understand the root cause of problems by investigating multiple sources of information.
- **Think Through Complexity** - You use your skills, experience and knowledge to anticipate and identify problems.
- **Lead Collectively** - You work proactively to create shared thinking and understanding across your team.

This position reports to:

Team Leader Payroll and Employee Benefits

Position No: IR080000 Classification: L6

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

08-MAY-2026

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