



Senior Personnel/Payroll Officer

POSITION DESCRIPTION FORM

Region / Portfolio:

Workforce

Position Description Number:

Generic 40

Directorate / Command / District / Division:

Personnel Services Division

Level:

Level 3

Business/Work area:

Personnel Payroll

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

Position Objective

Provides advice and support to Personnel and Payroll Officers, line managers and staff on resolving the more complex personnel and payroll matters. Provides mentoring of staff to ensure a highly responsive customer advisory service is provided in regards to personnel and payroll policies, procedures and processing.

Role of Work Unit

Personnel Payroll manages and coordinates the personnel and payroll functions of the Western Australia Police Force to assist in ensuring efficient and effective production of payroll. It is responsible for creation and maintenance of employee records on the Resource Management Information System (RMIS) to facilitate the accurate and timely payment of salary and to maintain employee leave records. Personnel Payroll also provides a first line advisory service on personnel and payroll queries from WA Police Force staff and outside agencies. The area is also responsible in ensuring processes are in place to adequately undertake quality assurance of payroll transactions to confirm compliance with relevant legislation, instructions and policy.

Reporting Relationships

This position reports to:

- Team Leader, Level 5

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Processing and Personnel (95%)

- 1.1 Provides a high-quality payroll service including: calculating salaries, leave entitlements, severance payments, allowances, variations, taxation, overpayments, secondments, terminations, transfer and other complex payroll transactions.
- 1.2 Processes executive increments, police officer promotions, Incremental Pay Scale Program (IPSP) increments, Government Vehicle Scheme (GVS) deductions, annual leave loading payments, purchased leave and deferred salary applications, recognition of prior service, school recruits, Transitional Officer intakes, and recruit graduation.
- 1.3 Processes various payroll related fortnightly reports including bring up reports, increments, long service leave on double pay and commonwealth paid parental leave to ensure the integrity of data in the system.
- 1.4 Processes and resolves complex queries relating to awards, policies, entitlements and RMIS matters.
- 1.5 Develops and maintains work procedure manuals relevant to personnel and payroll functions.
- 1.6 Provides advice to Human Resource officers, line managers and employees on matters pertaining to personnel, entitlements and procedures.
- 1.7 Undertakes project work as required, such as annual leave loading payments, purchase leave refunds, purchase leave and rest day uploads.
- 1.8 Maintains and updates the seniority list, recruit squads and stood down officers database.
- 1.9 Mentors and conducts training sessions for personnel/payroll officers.
- 1.10 Develops and delivers a training program to personnel services staff on legislative requirements and systems utilisation.
- 1.11 Monitors the Personnel Services intranet site to ensure information is correct and recommends changes.
- 1.12 Demonstrates initiative, works with minimal supervision, prioritises work and works under pressure.

2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 2.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

Ability to work in a computerised personnel/payroll environment

Context in which work related requirements will be applied and or general standard expected.

Working confidently with a personnel payroll computerised system. Providing direction, advice and support to Personnel and Payroll Officers, line managers and staff on complex personnel and payroll matters. Interpreting and applying relevant legislation.

Customer service and teamwork skills

Liaising with supervisors and staff throughout the agency. Working within a team environment. Mentoring team members.

Problem solving skills

Researching complex payroll and personnel matters.

Organisational skills

Prioritising and organising own work. Completing workloads within very strict timelines.

Communication skills

Preparing correspondence, mentoring and training team members. Developing and maintaining a working relationship with staff and stakeholders.

Desirable

Knowledge of Australian Taxation Office regulations as they apply in a payroll environment

Researching, interpreting and applying taxation regulations in regards to the payment of salary.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
A/Organisational Design Consultant Organisational Design and Analysis	Pamela Soares	13/04/2026
Manager Personnel Payroll	Iain Langley	13/04/2026

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