



Personnel/Payroll Officer

POSITION DESCRIPTION FORM

Region / Portfolio:

Workforce

Position Description Number:

Generic 35

Directorate / Command / District / Division:

Personnel Services

Level:

Level 2

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

Ensures the provision of a high level of customer service through the creation and maintenance of personnel records, entitlements and pays in compliance with the relevant awards, agreements and related legislation and regulations.

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 Personnel/Payroll (95%)

- 1.1 Verifies and processes applications and changes to an employee's entitlements on the integrated personnel/payroll computer system.
- 1.2 Calculates variations to leave, salary payments, increment rates for all staff.
- 1.3 Processes commencements and terminations on RMIS for all agency employees.
- 1.4 Processes and checks rates of pay and variations for all staff, ensuring compliance with relevant awards and agreements.
- 1.5 Creates and maintains personal files and computer records for all entitlements and salary production for all staff.
- 1.6 Processes all types of leave applications and amends future entitlements where necessary.
- 1.7 Provides advice to Human Resource officers, line managers and employees on matters pertaining to personnel, entitlements and procedures.
- 1.8 Liaises with supervisors and management throughout the agency to resolve problems associated with Personnel and Payroll matters.
- 1.9 Processes the transfer of staff within the agency and liaises with officers on matters relating to the payments of transfer allowances.

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

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

Communication skills

Communicating messages clearly and concisely using appropriate language. Comprehending requests in order to provide advice and support to line managers and employees in particular pertaining to payroll and general human resource issues.

Ability to work in a team environment

Building and sustaining positive relationships with team members and clients. Participating in teamwork and activities.

Problem solving skills

Researching and analysing problems to find a solution. Ensuring accuracy of information. Ensuring proper processes are followed in accordance with agreed procedures. Interpreting legislation and associated regulations, awards and agreements.

Organisational skills

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

Computer skills

Utilising a personal computer, including the ability to utilise Microsoft applications at an intermediate level.

Desirable

Experience in a computerised Personnel Payroll environment

Verifying and processing personnel payroll applications in line with relevant awards and acts using an integrated Human Resource Information System (SAP/RMIS).

Ability to interpret awards, agreements, legislation, policies and procedures

Understanding, applying and complying with relevant legislation, policies and guidelines

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