



Job Description Form

Position Details

Position Title: Payroll Officer	Position Number: PA2611PO	Level: 3
Division: People and Culture	Branch: Workforce Servies	Section: Employee Benefits – Salaries
Employment Agreement: PSA 1992 / PSCA 2024	Location: Kensington	Effective Date: 23 June 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.

Integrity
Commitment to knowing and doing what is right

Collaboration
Commitment to team, partnership and the support of others

Accountability
Commitment to being transparent, taking ownership and personal responsibility

Respect
Commitment to the respect of people, culture and place

Excellence
Commitment to quality, innovation and continuous improvement

Reporting Relationships

<table border="1" style="width: 100%;"> <tr> <th>Position Title</th> <th>Level/Grade</th> </tr> <tr> <td>Workforce Services Team Leader - Salaries</td> <td>5</td> </tr> </table> <p style="text-align: center;">↑</p> <p>Responsible to</p> <div style="border: 2px solid orange; padding: 2px; display: inline-block;">This position</div> <p style="text-align: center;">↑</p>	Position Title	Level/Grade	Workforce Services Team Leader - Salaries	5	⇔	<table border="1" style="width: 100%;"> <tr> <th>Position title</th> <th>Level</th> </tr> <tr> <td>Payroll Officer</td> <td>3</td> </tr> <tr> <td>Office Assistant</td> <td>1</td> </tr> </table>	Position title	Level	Payroll Officer	3	Office Assistant	1
Position Title	Level/Grade											
Workforce Services Team Leader - Salaries	5											
Position title	Level											
Payroll Officer	3											
Office Assistant	1											

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Assistant Payroll Officers	2	1-2

About the Role

The Payroll Officer provides a customer-focused, professional payroll and workforce services function with a strong emphasis on payroll accuracy, quality assurance, and legislative compliance. The role undertakes, checks and quality assures a broad range of personnel and payroll processing activities, including commencements, variations, leave, allowances, terminations, overpayments and the review of fortnightly payroll reports to ensure accurate and timely payments. Operating under limited direction, the position works collaboratively with the Payroll Reconciliation Officer and Workforce Services staff to manage overpayments, strengthen payroll governance, and maintain consistent, compliant payroll processes and controls. The role applies awards, agreements and payroll requirements and contributes to the continuous improvement of payroll quality assurance practices across the Workforce Services function.

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Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Responsibilities

Payroll Processing and Verification

1. Process, record, check and correct payroll transactions using the HRMIS, including commencements, variations, leave, allowances, deductions, terminations, manual payments and inter-agency transfers.
2. Verify payroll data against source documentation to ensure accuracy prior to the production of the fortnightly payroll.
3. Apply awards, agreements, Treasurer's Instructions, legislation, policies and procedures in the processing of payroll transactions.

Payroll Quality Assurance and Error Management

4. Check and quality assure the fortnightly payroll and associated reports within processing timeframes.
5. Identify payroll errors or discrepancies, correct data input issues and escalate complex matters in accordance with established procedures.
6. Undertake reconstructions of employee pay histories and apply corrections where required.
7. Prepare and review payroll error and exception reports to support accurate payroll outcomes.

Overpayments and Reconciliations

8. Manage payroll overpayments in consultation with the Payroll Reconciliation Officer, including investigation, correction and recovery actions in accordance with policy and legislative requirements.
9. Support reconciliation activities and assist in resolving discrepancies between payroll and financial records.
10. Ensure overpayment actions are accurately recorded and monitored in line with approved processes.

Systems, Process and Corporate Support

11. Apply and follow standardised payroll processes, procedures and checklists to ensure consistency, accuracy and compliance.
12. Assist with payroll system maintenance, testing and payroll related activities associated with the HRMIS, in accordance with established procedures.
13. Maintain accurate electronic and paper-based payroll records in line with recordkeeping requirements.
14. As an experienced payroll officer, check payroll calculations and documentation prepared by others and provide technical support where required.
15. Contribute to the maintenance and update of payroll quality control documentation and work instructions.
16. Maintain occupational safety and health and equal employment opportunity principles and practices in the workplace.
17. Participate in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
18. Participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience (subject to workload management and approval).
19. Undertake other duties as directed.

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Selection Criteria

Applicants should address the following four (4) criteria. These should be addressed in no more than three (3) pages in total.

The following essential criteria will be assessed at some stage during the selection process.

1. Demonstrated experience in undertaking payroll processing and quality assurance activities in a complex organisation, including checking payroll transactions and outcomes to ensure accuracy and compliance with industrial instruments, legislation, policies and procedures.
2. Demonstrated experience in applying payroll-related awards, agreements and legislative requirements (including superannuation and taxation) in the processing, checking and correction of payroll transactions.
3. Demonstrated experience in the use of an integrated Human Resource Management Information System (HRMIS) to process, verify and correct payroll data, supported by sound attention to detail and recordkeeping practices.
4. Demonstrated ability to work effectively as part of a team in a high-volume, deadline-driven payroll environment, including managing own workload, contributing to shared outcomes, and maintaining professional working relationships.

Desirable criteria will be assessed as required:

5. Experience using a contemporary payroll system (e.g. Dayforce / Apay or similar HRMIS). (DESIRABLE)
6. Demonstrated organisational and analytical skills, including the ability to identify discrepancies, follow established procedures, and work accurately to strict payroll deadlines. (DESIRABLE)

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Leading Others](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1.0
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	