



JOB DESCRIPTION FORM

Human Resource Officer (Payroll and Reporting) (CCC0328)

Corporate Services Directorate

POSITION DETAILS

Classification Level:	4
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Corporate Services Directorate - People Services
Responsible To:	Assistant Director Workforce - Level 8
Direct Report:	Nil

ROLE SPECIFIC RESPONSIBILITIES

The Corporate Services directorate ensures the delivery of high quality corporate support services to the Commission. This includes the effective and efficient delivery of human resources, financial services, information technology and records management services, occupational safety and health compliance, and security and facilities services.

The **Human Resource Officer (Payroll and Reporting)** delivers high quality operational people and business services to meet the current and future needs of the Commission's managers, staff and business. The position will be responsible for undertaking a range of activities at different times to ensure that business and operational objectives are met.

- Provides end to end payroll services including coordinating and processing payroll, travel allowances, overtime and other allowances.
- Provides a customer focused service to internal and external stakeholders.
- Prepares statistical reports on specific human issues in accordance with the reporting requirements of the Commission, the Directorates and the Public Sector Commission.
- Undertakes establishment activities including position creations, data cleansing activities and organisational chart maintenance.
- Continuity and maintenance of HR systems and ongoing support and assistance for HR system users when required.
- Monitors and maintains human resource records.
- Provides an advisory service to staff and management on conditions of employment, payroll, human resource data and classification management consistent with policies and procedures, public sector standards and relevant legislation.
- Assists with the development, implementation and evaluation of workforce strategies, policies, practices and programs in area of expertise.
- Provides administrative and program support to the Human Resources team as required.

ESSENTIAL CAPABILITY REQUIREMENTS

Five core capabilities form part of the Commission's Capability and Leadership Framework. They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's website.

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role.

Shapes and manages strategy	<ul style="list-style-type: none">Proactively analyses and evaluates information and displays innovative thinking.
Achieves results	<ul style="list-style-type: none">Works independently and collaborates with others to achieve results. Displays a strong work ethic and resilience.
Builds productive relationships	<ul style="list-style-type: none">Builds trust and effectively works with a diverse group of stakeholders.
Exemplifies personal integrity and self awareness	<ul style="list-style-type: none">Displays judgment, initiative and professionalism. Continually develops self and others.
Communicates and influences effectively	<ul style="list-style-type: none">Communicates information in a clear manner for the target audience.
Role Specific	<ul style="list-style-type: none">Sound knowledge and experience in the provision of end to end payroll services including the provision of advice on conditions of employment.Sound experience in the use of human resource management information systems to ensure corporate reporting requirements are met.

PRE EMPLOYMENT REQUIREMENTS

To be appointed to the position of **Human Resource Officer (Payroll and Reporting)** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain stringent security vetting.

CERTIFICATION

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

Ray Warnes



8 March 2019

CHIEF EXECUTIVE

Signature

Date