



Payroll and Administration Officer

Swimming and Water Safety

Position number	00035770
Agreement	Public Sector CSA Agreement 2019 or as replaced
Classification	Level 2
Reports to	Recruitment and Projects Coordinator (Level 4)
Direct reports	Nil

Context

The Statewide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The Teaching and Learning Services Directorate is responsible for the state-wide delivery of services and support to schools and networks to:

- improve the quality of classroom instruction
- develop the professional capacity of teachers and curriculum leaders
- implement evidence-based approaches to improving teaching and learning in all public schools.

The Specialist Services Branch is responsible for the management and implementation of specific state and national strategic education programs. Typically, these programs involve partnership and liaison with the non-government school sectors in Western Australia. The delivery of support and services to public schools to assist them in the implementation of these programs is a key responsibility of the Branch.

The Swimming and Water Safety Section is responsible for the management and implementation of the VacSwim and Interm Swimming programs which provide school children in Western Australia with an opportunity to participate in a safe, quality, comprehensive and progressive swimming and water safety program.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide accurate and timely personnel and payroll services to the section, including the creation and maintaining of employee records for all casual and temporary employees.

- Maintain understanding of Interm and VacSwim programs procedures and guidelines.
- Maintain and apply a current understanding of applicable industrial instruments, legislation, policy and procedures to personnel and payroll activities.
- Input commencements, job and personal data for all casual and temporary employees.
- Undertake screening validity checks prior to the appointment of employees.
- Liaise with Program Coordinators – Swimming to ensure data is correct prior to processing, manipulates data and uploads high volume electronic Interm and VacSwim swimming staff pay sheets onto the payroll system.
- Run scheduled data integrity and quality assurance reports to identify errors and make corrections.
- Provide quality personnel and payroll support to swimming staff, including the provision of employment and superannuation information.
- Maintain payroll records and various swimming and water safety record systems and archives payroll related documentation.
- Respond in a timely and customer-focussed manner to internal and external requests and queries from; swimming staff, schools, parents and the general public and provides information and advice on the operation of programs.
- Assist the Manager and other staff with the daily operational and administration requirements, including basic research, data entry and word processing.

Selection criteria

1. Demonstrated experience in undertaking payroll duties in line with industrial instruments, including processing salaries for a variety of staff.
2. Demonstrated knowledge and experience in administrative and clerical procedures with the ability to provide quality customer services.
3. Demonstrated well-developed data entry and computer skills including a working knowledge of databases, spreadsheets and word processing.
4. Demonstrated initiative and sound organisational skills, including the ability to prioritise tasks and work independently and as part of a team.
5. Demonstrated sound verbal, written and interpersonal communication skills with the ability to liaise effectively with a wide range of individuals at all levels.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 30 September 2020
Reference D20/0487320