



POSITION DETAILS

Position Title

Payroll Supervisor

Position Number

14659

Classification Level

Level 6

Award/Agreement

Public Service Award 1992, or any other prevailing industrial instruments

Division/Directorate

Finance and Procurement

Branch/Section

Payroll

Physical Location

140 William Street, Perth

Effective Date

5/10/2021

Employment Type

Permanent

Employment Status

Full time

REPORTING RELATIONSHIPS

Position reports to

13939 – Payroll Manager, L7

Positions reporting to this position

13853, 13261 – Senior Payroll Officer, L3
13259, 13260, 13924,
13941, 14658, 14659, 14895 – Payroll
Officer, L2
14553 – Quality Assurance Officer, L3

PURPOSE OF THE POSITION

The Payroll Supervisor is responsible for supervising and coordinating an operational payroll team that is responsible for the delivery of a customer focussed payroll service to ensure effective, consistent, accurate and timely payroll processing to the Department



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

VISION

Creating a vibrant, inclusive and connected WA community.

VALUES

**Customer Focused
Responsive
Respectful
Accountable
Innovative**

DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors.
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity.
- Contribute to the wellbeing of the community through effective regulation.
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society.
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience.
- Being efficient, effective and responsive through an agile and flexible workforce.
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities.
- Contributing to the achievement of whole-of-State Government targets.
- Using evidence-based information to develop community focused engagement and partnerships.

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Leadership

- Promotes a customer-focused culture based on established values and behaviours, and a team-based approach to achieving the outcomes of the team.
- Ensures the work environment is safe; fosters equity and diversity and enables the achievement of personal and team goals.
- Ensures that the team's mandatory obligations are met; its compliance with relevant legislation, and that activities are consistent with established policy and processes.
- Assist the Payroll Manager to coordinate the team's development programs and training to ensure that staff are developed to meet business objectives and to enhance employee professional development.
- Communicates effectively with team members, other teams and clients; clearly and confidently presents information; actively listens and explores and recognises diverse views.
- Effectively manages team resources within Departmental and Government policy, procedures, frameworks and delegations.
- Maintains an expert awareness of relevant trends and issues concerning the deliverables of the team and workgroup.

2. Payroll Services

- Supervises an operational payroll team that is responsible for the delivery of a customer focussed payroll service to ensure, effective, consistent, accurate and timely payroll processing of:
 - o Salary payments
 - o Allowances, benefits and deductions,
 - o Employee timesheet and leave forms
 - o Management and maintenance of roster patterns
 - o Termination payments
 - o Workers' compensation payments
- Conducts and coordinates internal reviews of work practices.
- Manages the efficient production of fortnightly payroll reports and processes.
- Manages payroll interfaces to other financial systems including input into upgrade requirements.
- Ensures that a quality assurance program is in place for all payroll processes and reviews the program on a regular basis.
- Ensures all payroll Registers relating to overpayments, transfers and secondments of employees are updated and actioned.
- Researches, analyses and makes recommendations regarding complex Payroll matters in the areas of salary, taxation and salary packaging.

3. Strategy and policy development

- In conjunction with the Payroll team, contributes to the review of existing policies and procedures to ensure continuous improvement and meet Departmental outcomes.
- Assist the Payroll Manager to develop and implement payroll planning and strategies to meet relating to policies and procedures to manage operational payroll issues within the department to enhance the provision of payroll service and meet the business needs.

4. Communication & Knowledge Development

- Liaises, consults and negotiates with key internal and external stakeholders.
- Participates in workgroups, committees and other forums as required.
- Provides guidance, direction and support to Payroll staff on all payroll matters.
- Identifies and develops with key stakeholders, opportunities to improve service delivered to divisions and functions within the Portfolio.

5. Other duties as required that fall within the parameters of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Complies with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity, and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Role Specific Requirements
 - Sound supervisory skills in a payroll environment, including well developed knowledge of payroll practices and relevant legislation
 - Well-developed analytical, research and problem-solving skills.
 - Ability to maintain effective relationships with internal and external stakeholders, with a proven ability to deliver quality customer service.
2. Shapes and Manages Strategy
 - Supports shared purpose and direction
 - Thinks strategically
 - Harnesses information and opportunities
 - Shows judgement, intelligence and common sense
3. Achieves Results
 - Identifies and uses resources wisely
 - Applies and builds professional expertise
 - Responds positively to change
 - Takes responsibility for managing projects to achieve results

4. Builds Productive Relationship
 - Nurtures internal and external relationships
 - Listens to, understands and recognises the needs of others
 - Values individual differences and diversity
 - Shares learning and supports others

5. Exemplifies personal integrity and self-awareness
 - Demonstrates public service professionalism and probity
 - Engages with risk and shows personal courage
 - Commits to action
 - Promotes and adopts a positive and balanced approach to work
 - Demonstrates self-awareness and a commitment to personal development
 - Ability to understand and operate within the mission, vision and values of the Department

6. Communicates and Influences Effectively
 - Communicates clearly
 - Listens, understands and adapts to audience
 - Negotiates confidently

Desirable

1. Possession of or progress towards a relevant tertiary qualification.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Appointment is subject to:

- 100 point identification check; and
- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months).

Training:

- Complete induction within three months of commencement.
- Complete Accountable and Ethical Decision Making Training within two weeks of commencement.
- Complete any training specific to the role required by Departmental policy.



CERTIFICATION

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

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)