

# Job Description Form



## Payroll Officer - Level 3 (Generic)

16 January 2023

**Division/Directorate**

State Services / People Services

**Branch/Section**

People and Payroll Services

**Reports to**

Team Leader

**Supervises**

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**Operational Context:**

The People and Payroll Services Branch is a part of People Services Directorate and provides a comprehensive range of advice and assistance to managers and employees on all employee related matters. Within the branch, the Payroll Services team is responsible for the administration of pay services for over 1000 employees across a number of client agencies.

**Role Overview:**

This position participates as part of a team to create and maintain personnel and payroll records in accordance with established procedures and legislation and provide an advisory service for the Department and client agencies on entitlements, procedures and the interpretation and application of Awards, Agreements and policies.

**Role Responsibilities:****Payroll Services**

- Processes complex payroll transactions to ensure the accurate and timely payment of staff and the maintenance of all employee personnel and payroll records. This includes new commencements, salary variations, leave bookings and terminations.
- Calculates entitlements and checks data integrity to ensure employee entitlements are consistent with those outlined in relevant awards and agreements.
- Provides an advisory service for the Department and client agencies on entitlements, procedures and the interpretation and application of Awards, Agreements and policies
- Performs audits of staff entitlements and conditions.
- Ensures the accuracy of payroll data input against reports prior to the production of fortnightly payroll and post payroll disbursement of funds.
- Plans and priorities daily work consistent with the ongoing demands and priorities of the team.

**Corporate Responsibilities:**

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*.

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## **Role Specific Requirements and Capabilities**

(The experience, qualifications and behaviours required to fulfil the role)

### **Essential**

- Demonstrated experience in using Human Resource Management Information System/s for payroll functions.
- Demonstrated ability to interpret and apply Acts, Awards, regulations and other relevant HR policies and legislation.
- Demonstrated ability to prioritise, organise and finalise tasks with minimal supervision.
- Effective teamwork skills with the ability to support to team members.
- Demonstrated commitment to providing good customer service including good communication skills.

### **Desirable**

- Experience in the payroll functions within the Ascender Pay environment

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## **Pre-Employment Requirements**

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
- Criminal Records Screening Clearance

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## **Certification**

**DDG Signature:**

**People Services:**

**Date:**

**Date:**