



Job Description Form

Assistant Payroll Officer, Level 2 (DPC21030)

Directorate:	State Services / Payroll Services	Reports to:	Team Leader
Branch/Section:	People and Payroll Services	Supervises:	Nil
Location:	Perth Metro		

Our vision is to lead a connected government that delivers a brighter future for Western Australians.

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

Our values, *Leadership, Connection and Impact*, underpin the way we work.

Our People Services directorate is at the heart of our Department. They focus on providing a wide range of critical services and functions including Payroll; Human Resources; Organisational Development; Ministerial Support, Parliamentary Electorate Office support, People programs, and initiatives that support our people to thrive and enable the Department to improve outcomes for the community. The division operates at whole-of-agency level and works across projects that target organisational capability and revolutionises service delivery for our people.

About the Role and Responsibilities

Assistant Payroll Officer is responsible for providing an effective customer focussed payroll advisory and processing service to clients at all levels across the Department and client agencies.

Role Responsibilities

- Provides accurate and timely payroll services for a range of low-complexity payroll activities ensuring compliance with all relevant Awards and/or Agreements.
- Advises employees on provisions and entitlements under relevant awards and agreements.

- Prepares correspondence on payroll matters as required including distributing payslips.
- Assists employees in the access and retrieval of personal, pay and entitlement details through the use of Web Kiosk.
- Plans and prioritise daily work consistent with the ongoing demands and priorities of the team.
- Provides administrative support to the team as required.

Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- 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
- Undertakes other duties as required.

Work Related Capabilities (Selection Criteria)

- Some demonstrated experience in using computerised systems for payroll or similar functions.
- Experience in interpreting and applying complex written information, relevant legislation such as Acts, Awards and Agreements.
- Sound written and verbal communication skills;
- Demonstrated ability to prioritise, organise and finalise tasks.
- Ability to work within a team.

Desirable

Experience in the payroll functions within the aPay environment

You must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

Certification

Authorising Signature:

People Services:

Date:

Date: