

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES

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Title	Payroll Officer
Position Number	002004, 001899, 002003, 002005, 002006, 002540, 003208
Business Unit	Business and Executive Services
Branch /Section	Finance and Payroll Services
Location	Hobart
Immediate Supervisor	Team Leader, Payroll Services
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Fixed Term, Full Time, Part Time
Classification	Band 3

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### Focus

Undertake specialist functions including utilising an integrated computerised Human Resource Management system to provide quality personnel and payroll processing services.

### Primary Duties

- Undertake accurate, efficient and effective processing of transactions utilising an integrated Human Resource Management System (HRM).
  - Accurately interpret, apply and communicate award provisions, legislative and government/departmental policies and procedures.
  - Ensure a high level of integrity and/or accuracy of processed data ensuring compliance with instructions, awards, enterprise agreements and legislation.
  - Investigate and respond to management and employee enquiries, prepare HRM operational type reports and provide appropriate information and advice orally and/or in writing. Provide authoritative and timely advice/reports to senior management.
  - Liaise with clients, senior departmental staff as well as officers of other agencies in relation to the activities of the section.
  - Assist with training in office-based software and other relevant systems.
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## **Scope of Work**

Responsible for ensuring the application of appropriate policies, standards and practices in a complex operational environment. May assist a supervisor to ensure less qualified or experienced staff receive instruction, guidance and performance feedback.

## **Direction and Supervision**

The occupant works as a member of a team and under the general direction of the Team Leader, Payroll Services and is expected to exercise some discretion in the prioritisation of tasks.

## **Selection Criteria**

- Sound knowledge and understanding of human resource operations including knowledge of the technical aspects of appointments, pay variations, staff movements, conditions of service and other human resource matters.
- Sound knowledge of State Service legislation and demonstrated ability to interpret and apply industrial awards, legislative and government/departmental policies and procedural guidelines relating to human resource operations
- Well-developed computer skills including demonstrable competency in the use of word processing, spreadsheet and database packages and ability to adapt to a changing operational and technological environment.
- Demonstrated ability to work effectively in a team environment and/or independently prioritise tasks to ensure that deadlines are met in an environment subject to specific time-frames
- Well-developed interpersonal skills including written and oral communication, negotiation and conflict resolution, with the ability to interact and liaise effectively with staff at all levels.
- Demonstrated ability to exercise initiative and discretion in handling sensitive matters in a confidential, diplomatic and professional manner.

## **Qualifications and Experience**

Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 or equivalent level.

## Code of Conduct

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

## Environment and Conditions

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During the emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

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Approved

**D L ADAMS**

Deputy Secretary  
Business and Executive Services

Date: July 2017