Department of Health and Human Services
and Tasmanian Health Service

Statement of Duties

Tasmanian Government

Position Title: Pay/Personnel Officer	**Position Number:** Generic	**Effective Date:** May 2015
Group and Unit: Shared Services		
Section: Payroll Services	**Location:** South, North, North West	
Award: Health and Human Services (Tasmanian State Service)	**Position Status:** Permanent	
	Position Type: Full Time/Part Time	
Level: Band 3	**Classification:** General Stream	
Reports To: Manager Payroll Services		
Check Type: Annulled	**Check Frequency:** Pre-employment	

Focus of Duties:

As a member of the Pay/Personnel Unit, perform multiple and diverse tasks associated with pay and personnel activities for the Department of Health and Human Service (DHHS) and the Tasmanian Health Service (THS). Work requires the application of conventional practices, methods and standards according to established guidelines, systems and processes.

Duties:

1. Undertake the accurate, efficient and effective processing of all transactions relating to payroll processing, including new employments, terminations and all personnel movements, on a day to day basis.
2. Accurately interpret and apply award, legislative and departmental policies and procedures.
3. Provide advice and assistance to managers and staff on a diverse range of human resource services, specifically those associated with pay and personnel issues.
4. Update and maintain records and systems in order to meet the requirements of the operational area, including payroll processing.
5. Contribute to assisting to resolving operational problems relating to service delivery.
6. Actively participate in staff development and continuous quality improvement activities.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
8. The incumbent 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 jobs at this classification level.

Scope of Work Performed:

- Responsible for the delivery of a high level of service to managers and staff and for ensuring and monitoring the quality of services provided.
- The occupant works as a member of a team and receives general instruction and supervision from the Pay/Personnel Advisor and is expected to exercise judgment and initiative to achieve specified outcomes.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
    a) crimes of violence
    b) sex related offences
    c) serious drug offences
    d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Knowledge and understanding of payroll processing, personnel functions and legislative provisions, including policies, guidelines and protocols covering employees of the DHHS and THS or ability to acquire this knowledge based on past experience.
2. Demonstrated experience and ability with an electronic payroll/HR system together with competency in the use of office software packages.
3. Demonstrated ability to use initiative and a commitment to continuous quality improvement with the ability to examine information and recommend an appropriate course of action.
4. Well developed interpersonal and communication skills. The ability to manage time effectively and work as a member of a team or as an individual, within an environment subject to competing priorities and change.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at http://www.dpac.tas.gov.au/divisions/ssmo

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000.*

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.