

## HR Officer (Pay and Conditions)

### Statement of Duties

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<b>Position number:</b>	Generic
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 3
<b>Division/branch/section:</b>	People and Culture
<b>Location:</b>	Hobart
<b>Employment status:</b>	Fixed Term
<b>Supervisor:</b>	Team Leader (Pay and Conditions)

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### Position Objective

Contribute to the production of the Departmental payroll by undertaking a range of payroll and personnel activities. This includes providing advice, assistance and information to management and staff on payroll and entitlements related matters; data input; and providing assistance to the Team Leader (Pay and Conditions) with quality assurance, data integrity and complex payroll and personnel related calculations and transactions.

### Major Duties

- Provide timely and accurate input of data in accordance with established audit and control guidelines to the computerised Human Resource Information Management System (Empower HR) database, including: appointments; terminations; transfers; salary adjustments; leave entitlements; allowances; deductions; superannuation; workers compensation and other Human Resource variation transactions.
- Provide advice, assistance and information to management and staff on payroll and entitlements related matters including the provisions of relevant Government and Departmental policies, practices and procedures together with relevant legislation, regulations and Awards. Liaise with external clients such as financial institutions.
- Assist the Team Leader (Pay and Conditions) with quality assurance measures, data integrity, complex payroll and personnel related calculations and transactions; and reviewing practices and procedures.
- Prepare routine correspondence in relation to payroll and entitlements including gazette notices, RBF notifications, termination letters, etc.
- Maintain general payroll and personnel records.

### **Responsibility, Decision-Making and Direction Received**

The occupant of the position is responsible for:

- the timely and accurate input of data into the integrated Human Resource Information Management System and assisting the Team Leader (Pay and Conditions) with quality assurance measures and data integrity.
- providing assistance to the Team Leader (Pay and Conditions) with complex payroll and personnel related calculations and transactions, and reviewing practices and procedures.
- providing a courteous and efficient service sometimes in adverse situations, and having direct daily contact with management and staff at all levels.
- maintaining confidentiality at all times in relation to having direct access to employees' personal and private information and is therefore responsible for maintaining confidentiality at all times.
- maintaining a thorough knowledge of relevant Government and Departmental policies, practices and procedures together with relevant legislation, regulations and Awards; to prepare accurate routine correspondence and maintain general payroll and personnel records.
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

The decision making and direction received in relation to the role are that:

- General instructions are provided other than for more complex and unusual requirements which do not have clear guidelines or precedents.
- Exercises independent judgment in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks.
- Creativity and initiative is required to provide options, recommendations and solutions to satisfy non-standard requirements and satisfy client and stakeholder requirements.

### **Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)**

- A thorough knowledge of and experience in the operations of a payroll and personnel environment preferably in a large, diverse organisation. This includes a broad range of operational transactions using the Human Resource Information Management System (Empower HR) or similar.
- A thorough knowledge of and experience in the application of payroll and personnel policies, practices and procedures, legislation, regulations and Awards.
- Proven ability and preferably experience to assist with quality assurance measures, data integrity, complex payroll and personnel related calculations and transactions; and reviewing practices and procedures.
- High level oral and written communication skills, including the ability to relate well to staff at all levels across the Agency and to liaise effectively with external clients such as financial institutions.

## Statement of Duties: Team Leader (Pay and Conditions)

- Well developed problem solving skills and the ability to set priorities and work effectively as a member of a team in an environment with competing priorities to ensure deadlines are met.
- Ability to effectively use a range of computer applications including word processing and spreadsheets.

## Essential Requirements

The Director, State Service Management Office has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following check is to be conducted:

- Conviction check for Crimes involving Dishonesty

## Department's Role

The **Department of Primary Industries, Parks, Water and Environment** (DPIPWE) is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements DPIPWE is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at [www.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au) provides more information.

### **Working Environment**

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

There is a strong emphasis on building leadership capacity throughout DPIPWE.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).

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A handwritten signature in black ink, appearing to read 'M. Helyar', is positioned above the 'Approved by:' label.

**Approved by:**

**Date:** 25 January 2017