

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Pay/Personnel Officer
Position Number:	Generic
Classification:	General Stream Band 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Human Resources – HR Services Payroll
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Manager Payroll Services
Effective Date:	March 2020
Check Type:	Annulled
Check Frequency:	Pre-employment

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As a member of the Pay/Personnel Unit, perform multiple and diverse tasks associated with pay and personnel activities for the Department of Health (DoH) and Homes Tasmania (HT). 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 payroll issues.
4. Update and maintain records and systems 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 in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
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 positions at this classification level.

Key Accountabilities and Responsibilities:

- Responsible for the delivery of a high level of service to managers and staff and for ensuring and monitoring the quality of services provided.
- Works as a member of a team and receives general instruction and supervision from the Payroll Team Leader and is expected to exercise judgment and initiative to achieve specified outcomes.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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 DoH and HT or the 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 is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).