

<b>Position Title</b>	Senior Process Improvement Officer
<b>Classification</b>	Level 8
<b>School/Division</b>	People & Culture
<b>Centre/Section</b>	Employee Payment Project
<b>Supervisor Title</b>	Assurance Lead
<b>Supervisor Position Number</b>	
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## **Your work area**

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People and Culture enables the University to implement and deliver its People & Culture strategy to make the University a remarkable place to work, attracting and retaining world-class staff from diverse backgrounds who want to build careers, drive change, provide leadership and create opportunities at an institution renowned for its excellence.

## **Reporting structure**

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Reports to: Assurance Lead

## **Your role**

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The Senior Process Improvement Officer is responsible for leading and delivering comprehensive payroll process improvements to enhance quality, reduce risk, ensure compliance, and eliminate non-value-added work. This role requires collaboration with IT to optimise local management systems, manage improvement projects across financial transactions, payroll and staff resources. They will work closely with the Change and Communications Manager to ensure effective implementation. The role will also drive business improvements in alignment with fostering a culture of compliance.

## **Your key responsibilities**

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Lead, develop, and deliver end-to-end payroll process improvements, plans and initiatives.

Engage constructively with IT to enhance local management systems, including requirements, recommendations on system modules and management.

Deliver agreed improvement projects across financial transactions, payroll and staff resources, managing within allocated resources (financial and human) to completion.

Work with the Change and Communications Manager to ensure effective implementation of process improvements.

Drive business improvement initiatives in alignment with creating a culture of compliance.

Provide governance support for the program, including oversight, control, integration and decision-making functions.

Ensure program goals and planned benefits align with UWA strategic and operational goals.

Resolve and remediate escalated program issues and risks.

Other duties as directed.

## **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualification or demonstrated equivalent competency.

Substantial relevant experience in leading and delivering process improvement initiatives, particularly in payroll and financial transactions.

Proven ability to collaborate effectively with IT and cross-functional teams to enhance management systems.

Strong project management skills with the ability to deliver on time, and on budget.

Excellent written and verbal communication skills to facilitate collaboration with the Change and Communications Manager and engage with stakeholders.

Strong understanding of compliance and risk management practices in business processes.

Proven ability to provide governance support, including oversight and decision-making functions.

Experience in ensuring that process improvement efforts are strategically aligned with organisational goals.

Strong analytical and problem-solving skills, with the ability to resolve and remediate escalated program risks and issues.

## **Special requirements (selection criteria)**

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There are no special requirements.

## **Compliance**

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Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).