DEPARTMENT OF HEALTH

Statement of Duties

|  |  |
| --- | --- |
| **Position Title:** | Payroll Analyst |
| **Position Number:** | 525375 |
| **Classification:** | General Stream Band 5 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Human Resources |
| **Position Type:** | Permanent, Full Time |
| **Location:** | South |
| **Reports to:** | Payroll Development Coordinator |
| **Effective Date:** | March 2021 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Desirable Requirements:** | Relevant qualifications from a recognised tertiary institution and/or equivalent  experience. |

Note: 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:

Working to the Payroll Development Coordinator, the Payroll Analyst will extract high-quality data for the development, preparation and delivery of payroll reporting and tools to assist Payroll Services staff in the delivery of a high-quality, client focused service.

Undertake quality improvement/data integrity functions, inclusive of research and investigation into complex issues relating to Payroll Services to provide solutions, support change and continual service improvements.

### Duties:

1. Develop and implement timely and accurate payroll reporting tools, delivering training where necessary to all staff, promoting continuous service improvement initiatives for a high quality, client focused payroll service.
2. Participate in policy development, including interpreting and evaluating current policies, procedures, and operating guidelines, inclusive of implementing and modifying existing methods, and identifying and assessing changes to current processes which provide solutions to meet service delivery and operational requirements.
3. Provide specialist advice and guidance to Payroll Services, and its clients, in relation to payroll reporting tools, technologies, methodologies and their application within current business processes, their impact on quality assurance requirements and alternative approaches to achieve quality service delivery outcomes.
4. Using analytical skills, monitor data integrity and undertake comprehensive investigations on complex payroll issues and identified data errors/anomalies.
5. Prepare relevant correspondence and provide authoritative advice to managers, employees and stakeholders regarding outcomes and resolutions to complex payroll issues.
6. Provide expert advice and liaison with external agencies such as Services Australia (Centrelink) and the Australian Taxation Office, in relation to all relevant payroll matters including employee entitlements, termination payments and end of financial year payroll processes and procedures; escalating to Legal Services as required.
7. Actively participate in projects, in consultation with Payroll Services management, which impact on the development and implementation of key statewide business processes.
8. 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.
9. 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:

The Payroll Analyst is expected to operate with a significant degree of autonomy whilst performing work in

accordance with established guidelines, systems and processes with broad direction and guidance from the Payroll

Development Coordinator and the Assistant Payroll Manager and will:

* Use initiative, discretion, and independent judgement to identify issues and provide solutions to meet service delivery requirements, including resolving non-standard issues.
* Work with a high degree of proficiency, and in collaboration with other senior staff in Payroll Services, Human Resources, Business Systems and Finance Services, to facilitate data integrity conforming with specified outcomes.
* Provide leadership and direction to staff including acting as a role model and mentor.
* Model behaviours that evidence commitment and support to the goals of Payroll Services and the broader HR service, including displaying a collaborative, supportive communication approach in undertaking all aspects of the role.
* 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
   5. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

#### In the context of the focus of duties, and in relation to the delivery of health services, please address the following capabilities.

#### Personal Attributes:

#### In a human resource payroll context, show judgement, intelligence, and common sense with demonstrated professionalism, integrity, reliance, and self-awareness.

#### Relationship Building and Maintenance:

#### Demonstrated capability to nurture internal and external relationships, facilitate cooperation and value difference and diversity.

#### Job Skills:

#### Demonstrated capability, with a strong attention to detail, in:

#### human resource information systems and associated technology

#### data extraction and analysis

#### payroll processing in a complex organisation

#### development and implementation of reports and tools for high quality payroll service delivery outcomes

#### research and analysis

#### project delivery

#### Outcomes/Deliverables:

#### Demonstrated ability to work within a legislative framework to problem solve and deliver quality task and project outcomes that are both timely and compliant.

### 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).