

# PAYROLL AND RECRUITMENT OFFICER

CORPORATE & GOVERNANCE/HUMAN RESOURCES BRANCH

## Why work for us

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The work you will undertake is varied and interesting. We contribute to major government activities that improve the wellbeing of Tasmanians and support the Government's management of the State's financial position.

We are a flexible, diverse, inclusive, and supportive workplace with a strong values-based and team oriented culture. For more information about Treasury and what our staff have to say about working for us, visit our website: [www.treasury.tas.gov.au/about-us/careers](http://www.treasury.tas.gov.au/about-us/careers)

## The position

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You will work in a small team to accurately process payroll transactions and recruitment tasks for the Department. You will use your strong interpersonal and client service skills to provide operational advice to staff and external clients, in accordance with relevant legislation and departmental policies.

## What you will work on

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- Undertake payroll, recruitment and employment related activities and transactions to competitive deadlines.
- Accurately process pay and personnel data through Treasury's HR information system (Chris21) in accordance with legislation and department policies.
- Load job advertisements, monitor selection processes and communicate with candidates.
- Prepare correspondence and commence onboarding for new starters.
- Provide advice to staff and external clients on conditions of employment, entitlements, payroll and recruitment.
- Administer the Department's fortnightly pay production and reconciliation.
- Assist with the end of financial year payroll processes and reconciliation.
- Update HR guides and procedure manuals.
- Collate and report on HR statistical information.
- Perform other allocated duties as required.

## Responsibility, direction and supervision

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You will receive general instruction from your supervisor on complex tasks. You will work on a range of diverse tasks which require specialised administrative skills. You will use independent judgement on routine matters and apply creativity and initiative to provide solutions to non-standard issues. You may be asked to provide instruction, guidance, and feedback to less qualified or experienced employees.

You will display and promote behaviours that are compliant with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; policies, procedures and guidelines issued by the Department; adherence to the principles of equal employment opportunity; and be committed to the safety of children and youth including reporting any conduct of concern.

# Skills and experience

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Our selection panel will assess your skills, experience and ability to perform the role using the following criteria:



## COMMUNICATE

- Prepare well written and accurate documents.
- Deliver clear and succinct ideas and information.
- Listen to others and respond appropriately.



## MANAGE OUTPUTS

- Organise, schedule, prioritise, and complete assigned tasks.
- Deliver work with a client focus.



## CONCEPTUALISE/ANALYSE/APPLY JUDGEMENT

- Use judgement when applying practices and procedures.
- Use initiative to resolve operational issues and make appropriate decisions about your work.
- Provide operational advice and information.



## TEAM/LEADERSHIP/BEHAVIOURS

- Instruct and guide others on tasks and procedures.
- Work effectively in a team and share ideas to improve practices and procedures.
- Behave in line with Treasury's values.



## TECHNICAL/PROFESSIONAL

- Demonstrate knowledge, skill and ability required for the role.
- Desirable - a relevant qualification or equivalent experience.

# Our values

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Treasury strives to create a respectful work environment, free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. Our values guide our behaviour:

## INTEGRITY

Builds confidence, trust and self-respect, and is the foundation of open and honest communication.

## EXCELLENCE

Challenges us to give our best and brings us recognition.

## RESPECT

Recognises the value of us all and the contribution we all make.

## CAMARADERIE

Creates a fun and supportive place to be.

## PASSION

Inspires us to achieve great things.

All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*). These can be found at

[www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo)

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**Hours Per Week:** Flexible up to 73.50 hours per fortnight

**Supervisor/Reports to:** Team Leader Operational Services

**Direct Reports:** No

**Employment:** Fixed Term

**Award/Classification:** Tasmanian State Service Award General Stream Band 3

**Location:** Hobart

**Position Number:** 724391

**Approved by:** Celia Medina, Manager Human Resources

**Date:** 18 November 2024

