

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Payroll Officer
Position Number	002004, 001899, 002540, 002003, 002005, 002006, 002540, 003208
Business Unit	Business Services
Branch / Section	Finance and Payroll Services
Location	Hobart
Immediate Supervisor	Team Leader, Payroll
Award	Tasmanian State Service Award
Employment Conditions	Full-time, Part-time, Permanent, Fixed Term
Classification	Band 3

Focus:

Undertake specialist functions including utilising an integrated computerised Human Resource Management (HRM) system to provide quality personnel and payroll processing services.

Primary Duties:

- Undertake accurate, efficient and effective processing of transactions utilising an integrated Human Resource Management System.
 - Accurately interpret, apply and communicate award provisions, legislative and government/departmental policies and procedures.
 - Ensure a high level of integrity and/or accuracy of processed data ensuring compliance with instructions, awards, enterprise agreements and legislation.
 - Investigate and respond to management and employee enquiries, prepare HRM operational type reports and provide appropriate information and advice orally and/or in writing. Provide authoritative and timely advice/reports to senior management.
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- Liaise with clients, senior departmental staff as well as officers of other agencies in relation to the activities of the section.
- Assist with the training of staffing office-based software and other relevant systems.

Scope of Work:

Responsible for ensuring the application of appropriate policies, standards and practices in a complex operational environment. May assist a supervisor to ensure less qualified or experienced staff receive instruction, guidance and performance feedback.

Direction and Supervision

The occupant works as a member of a team and under the general direction of the Team Leader, Payroll and is expected to exercise some discretion in the prioritisation of tasks.

Selection Criteria

1. Sound knowledge and understanding of human resource operations including knowledge of the technical aspects of appointments, pay variations, staff movements, conditions of service and other human resource matters.
2. Sound knowledge of State Service legislation and demonstrated ability to interpret and apply industrial awards, legislative and government/departmental policies and procedural guidelines relating to human resource operations.
3. Well-developed computer skills including demonstrable competency in the use of word processing, spreadsheet and database packages and ability to adapt to a changing operational and technological environment.
4. Demonstrated ability to work effectively in a team environment and/or independently prioritise tasks to ensure that deadlines are met in an environment subject to specific time-frames.
5. High-level interpersonal skills including written and oral communication, negotiation and conflict resolution, with the ability to interact and liaise effectively with staff at all levels.
6. Demonstrated ability to exercise initiative and discretion in handling sensitive matters in a confidential, diplomatic and professional manner.

Qualifications and Experience

Desirable:

Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 or equivalent level.

Essential requirement:

A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from the requirement to be vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.

Code of Conduct

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees 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.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

A16/0000

P L WILKINSON

Assistant Commissioner

Planning and Development

Department of Police, Fire and Emergency Management

Date: 27 November 2008