

HR Payroll Clerk

STATEMENT OF DUTIES

JANUARY 2014

Number	Generic
Portfolio	Business Operations and Support
Branch	Recruitment and Payroll Services
Section/Unit/School	HR Payroll and Systems
Supervisor	Senior Consultant HR Payroll
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 3
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 52 weeks per year including 4 weeks annual leave.
Location	South

Primary Purpose

To provide an efficient and effective personnel and payroll service through the use of an integrated, computerised HRM system for the Department.

Level of Responsibility/Direction and Supervision

In a team environment, responsible for the timely and accurate processing of all assigned HR Operational transactions. Responsible for maintaining current knowledge of relevant award, legislative and departmental/Government policies and procedures.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

General direction and general supervision received from the Senior Consultant HR Payroll Services. Expected to be able to use initiative and exercise discretion in resolving non-standard issues.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Undertake the accurate, efficient and effective processing of transactions relating to personnel, payroll, recruitment and transfer processes in accordance with award, legislative and departmental/Government policies and procedures.
2. Accurately interpret and apply award, legislative and Government/departmental policies and procedures.
3. Maintain confidential, accurate and up to date records relating to personnel, payroll and transfer processes in accordance with award, legislative and departmental/Government policies and procedures.
4. Investigate and respond to management and employee enquiries and provide appropriate information and advice orally and/or in writing.
5. Assist with and contribute to the monitoring and reporting of position management and provide timely advice to business unit managers on relevant employees.
6. Liaise and consult with external organisations (eg financial institutions, other Government Agencies) in relation to the Section's operations.
7. Prepare relevant documentation and correspondence relating to personnel and payroll services.
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.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Experience in the accurate, effective and efficient processing of transactions relating to personnel and payroll processes.
2. Experience and ability to use HR information systems and to adapt to a changing operational and technological environment.
3. Ability to interpret and apply award, legislative and Government/departmental policies and procedures.
4. Well developed interpersonal skills including written and oral communication, negotiation and conflict resolution and the ability to interact and liaise effectively with staff at all levels.
5. Demonstrated ability to work effectively in a team environment and/or independently and to prioritise tasks to ensure that deadlines are met in an environment that is subject to specific timeframes.
6. Demonstrated ability to use initiative and exercise discretion and confidentiality.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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| Essential | <ul style="list-style-type: none">• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| Desirable | <ul style="list-style-type: none">• Nil |

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 103974 - Deputy Secretary Corporate Services/960249 –
Director Human Resource Management – December 2011
Request: C18-91-20-21-Dec2011, 27605, 30937, 32420, 61564, 62579, 503376, 7008835

Date Duties and Selection Criteria Last Reviewed: 02/13 VRH
