
Parliament of Western Australia

Job Description - Parliamentary Services Department

Job Title: Payroll and Human Resources Officer

SECTION 1 - Staff Details

Staff member's name: **Unit:** Human Resources

Classification Level: Level 4 **Date last updated:** 9 January 2018

SECTION 2 - Responsibilities

This position reports directly to: Human Resources Manager

This position's supervisor reports to: Deputy Executive Manager, Parliamentary Services

Number of staff reporting to this position: Nil

SECTION 3 – Unit's purpose (to be completed by the Dept Head or supervisor)

The Human Resources Unit is responsible for the;

- Implementation and management of Human Resources practices and policies consistent with industry standards;
- Facilitation of organisational development and training of Parliamentary employees;
- Provision of advice and support to the Parliamentary employees including matters relating to structure, staffing, personnel, counselling, occupational safety and health, recruitment, industrial relations and wellbeing; and
- Provision of payroll services to Members and staff; and provision of payroll services to *Governors Establishment* (external agency of approximately 26 staff).

SECTION 4 - Primary Responsibilities

Payroll

Administer Members and staff payroll and associated processes.

Human Resources – Assist the HR team with the following;

1. Develop and update human resources policies, procedures and practices.
2. Manage the Workers Compensation and Injury Management for Parliament House.
3. Identify training and development needs for Parliamentary staff, undertake Occupational Health and Safety assessments and coordinate and manage programs devised to address needs.
4. Manage the recruitment and selection process.
5. Coordinate, manage and provide personnel support for work and non-work related issues. Request and refer professional services as required.

SECTION 5 - Specific Duties

Payroll

1. Calculate and process staff salaries and wages variations in Micropay fortnightly.
2. Calculate and process Member salary variations in Micropay monthly.
3. Attend to all payroll queries from Members, staff, managers and outside agencies.
4. Process all information requests/returns to agencies such as ABS, ATO, GESB etc.
5. Process deduction authorities and payments promptly.
6. Maintain/create employee personnel files.
7. Generate payslips for Members', Governors Establishment and parliamentary staff
8. File all Members and staff payroll source documents into relevant personnel files and submit Tax File Number declarations to ATO.
9. Administer the ConnX intranet employee self serve kiosk
10. Prepare leave reports monthly and ad hoc reports as required.
11. Assist with the induction of new employees.
12. Prepare relevant payroll information for publication on POWAnet and review currency of payroll documents.
13. Train other staff in payroll responsibilities as required.

Human Resources – Assist the HR team with the following

1. Provide advice to employees and managers on payroll and general human resource issues.
2. Develop and implement human resources policies and procedures for the Parliament that are consistent with human resource standards and best practice.
3. Prepare submissions, briefing papers and written communication associated with human resource activities.
4. Co-ordinate staff recruitment and selection processes across the Parliament.
5. Co-ordinate training and development requirements of parliamentary staff including conducting staff forums.
6. Manage the centralised personnel records including input and maintain employee information in the human resources/payroll system and human resources databases.
7. Manage service recognition awards for parliamentary staff.
8. Undertake project work (including research and report preparation) as required.

SECTION 6 - Selection Criteria

Essential:

- Completion of year 12;
- 2-3 years previous experience in payroll administration and processing on an electronic payroll system;
- 1-2 years' generalist experience in a HR environment;
- Basic understanding of accounting standards and practices including banking processes;
- Advanced computer skills in spreadsheets and Microsoft Word
- Highly developed interpersonal and communication skills with a strong customer focus;
- Proven ability to work independently and set and meet deadlines; and
- Proven ability to understand and apply industrial instruments, legislation, policies and procedures.

Highly Desirable:

- Experience with Micropay

SECTION 7 - Competencies**Quality Orientation / Attention to Detail**

Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.

Integrity

Maintaining and promoting social, ethical and organisational norms in conducting internal and external business activities.

Adaptability

Maintaining effectiveness in varying environments and with different tasks, responsibilities and people.

Tolerance for Stress

Maintaining stable performance under pressure and/or opposition (such as time pressure or job ambiguity); relieving stress in a manner that is acceptable to the person, others and the organisation.

Customer Services/Focus

Proactively developing customer relationships by making efforts to listen to and understand the customer (both internal and external); anticipating and providing solutions to customer needs; giving high priority to customer satisfaction.

SECTION 8 - Acknowledgment

I acknowledge that the supervisor has explained this job description form to me.

/ /

Staff member's signature

Date

I acknowledge that I have explained this job description form to the above mentioned staff member.

/ /

Supervisor's signature

Date