
Parliament of Western Australia

Job Description - Parliamentary Services Department

Job Title: Payroll and Human Resources Administrator

SECTION 1 - Staff Details

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

Classification Level: Level 3 **Date last updated:** June 2019

SECTION 2 - Responsibilities

This position reports directly to: Human Resources Manager

This position's supervisor reports to: Deputy Executive Manager Parliamentary Services and Director Member and Operational Support

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, counselling, occupational safety and health, recruitment, industrial relations, 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, staff and Governor's Establishment payroll and associated processes.

Human Resources – assist the Human Resources team to:

1. Update human resources policies, procedures and practices.
2. Administer the human resources Management Information System (HRMIS) and human resource databases.
3. Process Workers Compensation claims and assist with Injury Management for Parliament House.
4. Organise training and development for Parliamentary staff, undertake Occupational Health and Safety activities and other programs/projects devised to address organisational needs.
5. Administer the recruitment and selection process.

SECTION 5 - Specific Duties

Payroll

1. Calculate and process staff and Governor's Establishment salaries and wages variations in Micropay fortnightly.
2. Calculate and process Member salary variations in Micropay monthly.
3. Attend to payroll queries from Members, staff, managers and outside agencies.
4. Process 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', Governor's 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.

Human Resources – Assist the HR team to:

13. Provide high level customer service and advice to employees and managers with regards to payroll, provisions and entitlements under relevant awards and agreements, and other general human resource issues.
14. Administer the HRMIS (Connx) including - input and maintenance of employee and establishment information and human resources databases.
15. Undertake filing and maintenance of records according to Parliamentary Services Department's (PSD) Record Keeping Procedures.
16. Implement human resources policies and procedures for the Parliament that are consistent with human resource standards and best practice.
17. Prepare written correspondence associated with human resource activities.
18. Support human resource activities including (but not limited to): staff recruitment and selection; training and development; health and well-being programs; and service recognition awards.
19. Assist with the preparation of the Parliament Newsletter.
20. Provide administrative support to the Human Resources Manager and the Human Resources unit.
21. Undertake project work (including research and report preparation) as required.

SECTION 6 - Selection Criteria

Essential:

- Completion of year 12.
- 1-2 years' experience working in a payroll environment performing all functions associated with the production of a payroll.
- 2-3 experience undertaking generalist human resources administration duties, including experience using a payroll/HRIMS.

- Basic understanding of accounting standards and practices including banking processes.
- Competent in the use of contemporary information technology including software such as Microsoft Excel and Word.
- Well-developed interpersonal and communication skills with a strong customer focus.
- Excellent organisation and time management skills.
- Ability to deal with confidential and sensitive information and act with discretion.
- Proven ability to understand and apply industrial instruments, legislation, policies and procedures.
- Willingness to support and embrace PSD's Values.

Highly Desirable:

- Experience with Micropay.
- Experience using a records management system.
- Experience with ConnX (HRIS).

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