# Department of Energy, Environment and Climate Action

Position Description




## Position details

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| **Position title:** | HR & Payroll Officer |
| **Position number:** | 50963855 |
| **Classification:** | VPS 3 |
| **Salary range:** | $79,122 to $96,073 pa plus superannuation |
| **Employment type:** | Ongoing  |
| **Group:** | Corporate Services |
| **Division & Branch:** | People & Culture Division, P&C Operations - HR & Payroll Operations  |
| **Work location:** | Flexible within Victoria Hybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Senior HR & Payroll Officer  |
| **Direct reports:** | [x]  No  |
| **Further information:** | Sharon Prydderch, Manager HR & Payroll Operations, phone: 0409 503 182 |

Position purpose

The HR & Payroll Officer is responsible for delivering service excellence and building a high performing culture in providing high quality, customer-centric and responsive HR & payroll operational services to support the employee lifecycle across the Department. You will work with a range of partners to ensure the integrated and seamless delivery of HR operational services to the Department.

Context

*The Division*

The People and Culture (P&C) Division supports the department to deliver on its priorities through the provision of core services. These include payroll, recruitment and onboarding, training and professional development, safety and wellbeing systems and programs, injury management and industrial and employee relations advice, HR advice and organisational development programs.

*The Branch*

The People & Culture Operations Branch is responsible for the delivery of high quality, customer-centric, day-to-day transactional payroll and HR & Payroll across the Department. It provides advice, policies, procedures, and systems on all transactional aspects of the employee lifecycle including recruitment, onboarding, performance management, training, transition/termination and payroll.

*The Unit*

The HR & Payroll Operations unit is responsible for the delivery of high quality, customer-centric and responsive HR & Payroll services to support the employee lifecycle across the Department.

They provide expert advice on and deliver a diverse range of operational HR transactions for the employee lifecycle, such as onboarding, leave, performance, transition and termination, and maintaining accurate data and employee files.

They are also responsible for the effective and efficient delivery of payroll processes for the Department. This involves ensuring all payroll legal and compliance obligations are met and that payroll processes are managed to ensure data integrity and service quality. It also includes and working across P&C and ISD to prioritise key initiatives (improvements and updates) and workflows for all payroll activities.

Accountabilities

* Deliver high quality, customer-centric operational HR & Payroll transactions for all Department staff as directed.
* Provide responsive advice to staff on a range of HR and payroll related issues in line with policy and procedural requirements.
* Support the provision of accurate, timely and efficient fortnightly HR and payroll services including day to day data entry of employee and payroll related changes such as employee movements, leave, salary sacrifice/packaging, over or underpayment processes, allowances, deductions and onboarding and off boarding activities.
* Maintain and update processes, data, information and systems to support the delivery of HR & Payroll in line with all audit, data integrity and privacy requirements.
* Actively participate in the review, continuous improvement and development of HR-related procedures and operational guides.
* As an active member of People & Culture Division, contribute to the delivery of group and departmental priorities, and to building an inclusive and high performing workforce that is customer focussed, collaborative, professional and engaged.
* To practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

Key Selection Criteria

**Specialist/Technical Expertise/Qualifications**

* Good working knowledge of VPS Human Resource policy frameworks and relevant EBAs.
* Demonstrated experience and understanding in supporting the delivery of high quality, customer-centric HR & Payroll services in complex and/or changing business environments.

**Capabilities**

**Service Excellence:** Supports others in taking calculated risks to deliver service excellence. Supports others to deliver outstanding service. Proactively supports a climate of service excellence, encourages new and different approaches and solutions that will deliver benefits beyond client or stakeholder expectations.

**Detail Focus:** Observes fine details identifies information gaps. Looks for logical sequences of information. Highlights practical considerations of plans and activities.

**Communication Skills:** Clearly and confidently communicates with people at all levels of the organisation. Understands and meets the needs of target audience. Uses audience feedback to refine communication and ensure communications are understood. Handles difficult and sensitive communications well. Identifies key messages and information required for decision making.

**Problem Solving:** Anticipates potential problems and pre-empts required actions. Continually liaises with key stakeholders to ensure full understanding of the issues. Evaluates implemented courses of action and makes adjustments as required.

Position specific requirements

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| Financial Delegation Value | $ Nil |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work
* Dealing with challenging individuals
* Managing competing priorities
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| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to:  | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required. A satisfactory National Police Check will be required (for all non-DEECA employees). |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act* *2004.*Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions applyNon-VPS applicants will be subject to a probation period of six months |
| Privacy  | The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:

1. We are connected to liveable, inclusive, sustainable communities
2. We are diverse
3. We are inclusive and flexible
4. We are safe and respectful

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Aboriginal Cultural Safety**

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact self.determination@deeca.vic.gov.au.

**Balancing your Life / Hybrid Working**

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email customer.service@deeca.vic.gov.au