



SELECTION DOCUMENTATION

POSITION TITLE/NO:	Payroll & HR Advisor (People Assist) / 30265
CLASSIFICATION:	APS Level 5
LOCATION:	Brisbane / Sydney / Canberra / Melbourne / Hobart / Adelaide / Perth
DIVISION/SECTION:	Internal Client Services / People & Capability
REPORTS TO:	Team Leader People Services
EMPLOYMENT STATUS:	Ongoing / Non-ongoing (temporary)*
HOURS:	Full time - 37.5 hours per week
SECURITY CLEARANCE:	Baseline Vetting
SALARY:	\$76,251 - \$82,352 pa (plus 15.4% super)
CLOSING DATE:	Tuesday, 8 December 2020
CONTACT FOR QUESTIONS:	Sally Pieper (03) 8631 4942

ELIGIBILITY: **Please note that this opportunity is open only to Australian Citizens**
The successful applicant must have, or be willing to undergo a security clearance to the level of Baseline Vetting as a condition of employment.
To satisfy character requirements all AFSA employees must undergo a police records check.
Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

AFSA actively promotes flexibility with working options in this role to support your family commitments and personal interests.

*This recruitment process is being used to fill a current ongoing position in either our Brisbane, Sydney, Canberra, Melbourne, Adelaide, Perth or Hobart office. A merit pool of suitable candidates may be established as a result of this process to assist AFSA to fill similar ongoing and non-ongoing positions that may become available over the next 12 months. Non-ongoing positions may be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Should a non-ongoing position become ongoing or should an ongoing position become available, the merit pool established by this process may be used to determine a suitable candidate(s).

PURPOSE OF THE POSITION

Provide efficient, accurate and timely delivery of the fortnightly payroll including superannuation, complex payroll calculations and transactions in accordance with legislative requirements.

Assist in the provision of an advisory and consultancy service to management and staff on a range of payroll matters, HR queries and contribute to projects to support the key people priorities of the organisation.

KEY ACCOUNTABILITIES

- Oversee the day to day operations of the People Services & Payroll Services team in accordance with in legislative and industrial requirements by:
 - establishing clear work expectations, systems, processes, Standard Operating Procedures (SOPs) & Work Instructions
 - identifying opportunities to enhance team performance in an environment of collaboration and continuous improvement
 - ensuring payroll is processed effectively, accurately and efficiently on a fortnightly basis
 - performing a mentoring and support role to People Services & payroll Officers
 - ensuring appropriate maintenance of records.
- Act as an escalation point and undertake more complex and technical payroll matters, HR queries and system testing, including undertaking audits of payroll issues.
- Prepare statistical data, correspondence and reports on issues associated with people services in accordance with relevant frameworks and legislative obligations.
- Actively participate in the development and delivery of relevant national People & Capability projects.
- Support the delivery of integrated advice and services to key stakeholders and create a positive people experience aligned to the people strategy through the provision of initial advice and support to managers and staff on people related matters.
- Commitment to future enhancement of the People Services function.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

SKILLS AND CAPABILITIES

FOSTERS HIGH PERFORMANCE

Holds self and others responsible for achieving results and agreed outcomes. Strives for continuous improvement by identifying better ways of working or opportunities to contribute to the work of others. Encourages and supports openness, persistence and genuine debate around critical issues.

EFFECTIVE MANAGEMENT OF CONTRACTS AND PROJECTS

Adheres to all AFSA and APS policies and procedures when initiating, implementing, evaluating, and finalising a contract. Engages with vendors to achieve value from contract arrangements.

Familiarises self with contract terms and seeks expert advice when needed. Acts within financial and other delegations at all times. Assesses and mitigates risks appropriately. Maintains broad awareness of relevant legislation and guidelines.

BUILDS PRODUCTIVE RELATIONSHIPS

Acts with honesty, integrity and respect in dealings with others. Has the ability to understand others' perspectives, respectfully deal with conflict, manage boundaries and appreciate others' strengths and skills. Works effectively with stakeholders to achieve positive outcomes.

COMMUNICATES CLEARLY IN PLAIN ENGLISH, TAILORING WRITTEN AND VERBAL MESSAGES TO THE AUDIENCE

Demonstrates an ability to convey a message succinctly and with effect, regardless of medium (written, verbal, digital). Understands and appeals to the target audience through use of plain English while avoiding jargon.

USES HUMAN-CENTRED DESIGN AND IMPLEMENTATION PRINCIPLES TO IMPROVE DELIVERY OF SERVICES

Seeks to understand user experience and needs, and uses and shares this understanding to inform collaborative service design. Embraces ambiguity and ensures a problem is clearly defined before looking to solutions.

APPLICATION DETAILS

The application is the tool that the selection committee will use to shortlist applicants.

Your application must include:

1. A completed [position application form](#) (available on the AFSA [website](#))
2. Resume outlining your career history, qualifications and include contact details for at least two recent referees
3. A two page cover letter that considers the key responsibilities and essential capabilities of the position and states the following:
 - Why you are interested in the position
 - How your skills and experience make you the best person for the position
 - What value you can add to AFSA and the Internal Client Services Division.
4. State the position title and location in the subject line and email: recruitment@afsa.gov.au

Applications must be submitted no later than Tuesday, 8 December 2020.

A selection decision may be made on the basis of your application only. A telephone interview may be conducted in the first instance. Candidates may also be required to undergo psychometric and/or work sample testing as part of this selection process.

All pre-employment checks will be conducted via an external party (Equifax). For further information on Equifax's privacy policy please refer to: <https://www.equifax.com.au/privacy>

We encourage applications from Indigenous Australians, peoples from culturally diverse backgrounds and people with disabilities. We are committed to providing a working environment that values diversity and supports staff to reach their full potential.

If you are an applicant with a disability or other special needs, please contact the Disability Access Coordinator on (02) 8233 6999 to discuss any requirements that may assist you in your application.

Thank you for your interest in this position.