



Selection documentation



Position title:	Team Leader - Payroll/ Human Resources (People Assist)
Classification:	APS Level 6
Location:	Perth, Adelaide, Hobart, Melbourne, Canberra, Sydney & Brisbane
Division/Section:	Internal Client Services – People & Capability
Reports to:	Assistant Director People Assist
Employment status:	Ongoing / Non-ongoing (temporary) *
Hours:	Full time - 37.5 hours per week
Security clearance:	Baseline vetting
Salary:	\$84,402 - \$94,601 p.a. (plus 15.4% super)
Closing date:	Tuesday 8 December 2020

Contact for questions: Sally Pieper – Ph: (03) 8631 4942

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 Perth, Adelaide, Hobart, Melbourne, Sydney, Canberra or Brisbane 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).

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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.

About the division

The Internal Client Services (P&C) Division is accountable for ensuring the ongoing financial and workforce sustainability of AFSA. Specifically, the People Assist team support the delivery of AFSA's fortnightly payroll and provide generalist HR Service Delivery

Purpose of the position

Provide leadership and expertise in contemporary people services with an emphasis on payroll operations and support of AFSA's key strategic people priorities as well as support of AFSA's Talent Management System, SCOUT.

Key Accountabilities

Lead, coach and develop the People Services team to ensure delivery of quality integrated people support services including provision of advice to key stakeholders on:

- payroll operations;
- remuneration and benefits;
- award and agreement interpretations and legislative requirements;
- employee relations policies and procedures;
- Talent Management System (TMS) process and functionality

Guide and build the team by:

- Establishing clear work expectations, systems and processes
- Encouraging and supporting of ongoing learning and development opportunities
- Providing regular feedback
- Identifying opportunities to enhance team performance in an environment of collaboration, continuous improvement and change

Develop and continuously improve processes, systems and service delivery to users to create an efficient and enjoyable people experience for employees and managers.

Be the subject matter expert on people and payroll processes by:

- providing insight and advice to the team as a coach, to the broader People and Capability section, and key stakeholders

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- being responsible for key VIP services (e.g. SCOUT support, IFA's, Salary Maintenance, executive salaries, novated leasing).

Ensure people services reports are managed and delivered in consultation with key stakeholders and in accordance with reporting frameworks and legislative obligations.

Effectively and efficiently manage the risks, controls and dependencies associated with people services.

Work with Assistant Director People Assist on business improvement activities, including a commitment to future enhancement of the People Services function and Talent Management System (SCOUT).

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

Achieves Results

Supports the timely delivery of quality outcomes through teamwork, planning, prioritising, organising and working to agreed objectives, procedures, timeframes and assigned resources.

Legislative Interpretation and Application

Reads and applies a variety of relevant legislative instruments used as the basis of deciding and taking an appropriate course of action, identifying pertinent issues, potential legal matters and matters for escalation.

Develops Productive Working Relationships

Supports, builds and sustains positive working relationships with team members, stakeholders and clients supporting teamwork, collaboration, participation and inclusion.

People Management

Leads, motivates, supports and inspires staff/team/business line and develops a positive, harmonious and productive workplace where people achieve business outcomes.

Consultancy and Advice

Provides specialised professional advice, guidance and business partnering for the benefit of assisting business lines with informed and enhanced decision making.

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Communicates Effectively

Prepares correspondence, reports on a variety matters, presents information verbally and in writing to the team and stakeholders and listens to ensure that other people's views have been accurately understood.

Numeracy

Applies numerical reasoning to identify trends, numerical patterns and/or inconsistencies associated with routine and one off operational tasks and correct errors to ensure data integrity.

Testing

Embraces the planning, design, management, execution and reporting of tests to ensure that new and amended systems, configurations, packages or services, together with interfaces, perform as specified.

Qualifications, accreditations and experience

Aurion experience, highly desirable

Position dimensions

Staff reports: Direct reports - 3

Budgets managed: Nil

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. A current Resume/ CV including contact details for at least two recent referees
3. A two page pitch 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>

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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.

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