



POSITION DESCRIPTION

Position number	Position 1023
Position title	Payroll Officer
Division/team	Corporate Services / People & Culture
APS level	APS5
Location	Sydney
Reports to	Director People and Culture
Employment status/type	Full time Non-ongoing Ongoing
Full-time equivalent (FTE)	1.00

About The Australian Human Rights Commission

The [Australian Human Rights Commission](#) ('the Commission') is Australia's national human rights institution. We work towards an Australian society in which human rights are respected, protected and promoted – where every person is free and equal in dignity and rights.

We work to promote and protect the human rights of everyone in Australia:

- Through advising all arms of government and a range of public and private institutions.
- Contributing to stronger law, policy and practice; delivering an accessible and effective investigation and conciliation service.
- Engaging inclusively with civil society, communities and the private sector.
- Raising human rights awareness and providing human rights education.
- Working with partners to build a stronger culture of respect for human rights.

About People & Culture

The People & Culture team is a small team that leads strategic programs and operational activities across the entire employee lifecycle. The team manages programs and provides expert advice across a range of people and culture activities including employee relations, talent attraction and selection, onboarding, talent management, learning and development, organisational development, remuneration and reporting and workforce planning.

The People & Culture team is responsible for supporting staff through the employee lifecycle in a way that creates a positive and engaging experience for prospective, new and existing employees.

Purpose of the position

The Payroll Officer is primarily responsible for processing payroll and conditions of service under the *Public Service Act 1999* and the Australian Human Rights Commission Enterprise Agreement. The Payroll Officer will also advise managers and staff on entitlements and assist with reporting and other general human resource functions.





Key responsibilities

Payroll

- Process employee salary entitlements, allowances and superannuation in accordance with audit procedures.
- Process employee variations in the payroll system including commencements, terminations, allowances, leave requests, deductions and adjustments.
- Provide advice to employees and managers on salaries and allowances, leave, superannuation, conditions of service and other employment entitlements under the Commission's Enterprise Agreement and other relevant legislation – *Long Service Leave Act 1976*, *Superannuation Act 1992*.
- Confidentially maintain records within the payroll system and personnel files in accordance with information management and privacy policies and procedures.
- Liaise with the Director People and Culture and team to ensure payroll processes are in accordance with individual employment agreements and legislative requirements.
- Source information from relevant Commonwealth agencies, as required, to ensure legislative obligations are adhered to.
- Ensure compliance with all policies and procedures to meet internal and external audit requirements.

Reporting

- Prepare payroll and associated reports on a fortnightly, month end and ad hoc basis as required.
- Support the the collation of data for reporting purposes including APSED workforce profiling data, APS Census, workplace gender equality reporting, senate estimates, questions on notice and the Commissioner's reports as required.

Key relationships

Internal	External
Senior Managers	Australian Public Service Commission
Staff	Attorney General's Department
People & Culture Team	Other relevant Government agencies

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[APS5 Capability Profile](#)

Professional knowledge and skills

- Detailed knowledge of a computerised payroll systems and associated applications with experience in the processing of payroll and superannuation
- Understanding of and ability to interpret and apply relevant APS and human resources legislation, Commissioner's Directions, Enterprise Agreement provisions, workforce policies and guidelines





Experience, qualifications and accreditations

- Previous payroll experience within the Australian Public Service

Administration and organisational skills

- Excellent administration and coordination skills to ensure the accurate processing and completion of payroll activities on a fortnightly basis
- Well-developed planning and organisational skills with the ability to manage multiple activities whilst ensuring accuracy
- Attention to detail in the preparation of documents and in responding to correspondence

Communication

- Excellent verbal and written communication skills with an ability to engage with diverse stakeholders and liaise with staff from diverse backgrounds

Other requirements

- Completion of the Commission's mandatory training modules and attendance at workshops
- Compliance with the Commission's policies and procedures
- Adherence to the [APS Values, APS Code of Conduct and Employment Principles](#)
- Adherence to Work Health and Safety employee obligations and duties
- Compliance with positive duty requirements through [Respect@Work](#)
- Demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct
- Uphold the integrity and independence of the Australian Human Rights Commission

Working at the Commission

How you can contribute to our purpose

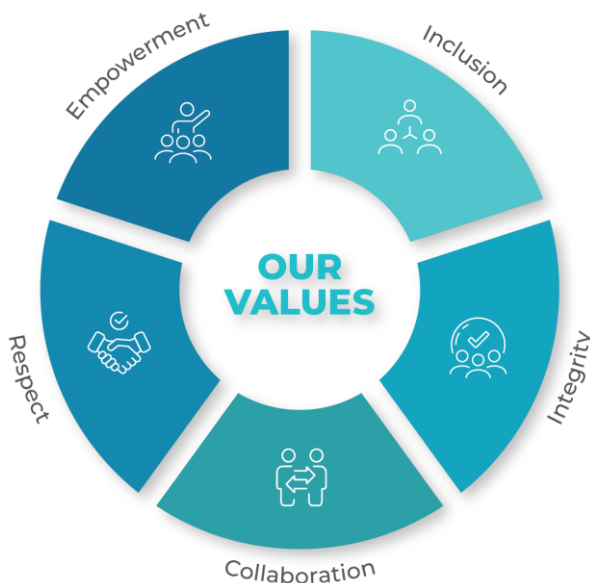
Every team member at the Commission contributes to our goal of an Australian society in which human rights are respected, protected and promoted – where every person is free and equal in dignity and rights.

We are passionate about what we do, and that passion energises our workplace culture, staff wellbeing and engagement. We are committed to a diverse and inclusive workforce that reflects the Australian community ultimately leading to improved service delivery and an inclusive community for us all. To find out more visit [Life at the Commission](#).





Our values



We seek people who support and model the values and behaviours we promote in our workplace.

Our Employee Value Proposition

As a valued employee of the Commission benefits include: a modern work environment with a 4-star green building rating; learning and development; flexible work options; and wellbeing support. To find out more visit [Working at the Commission](#).

As an employee of the APS you will also benefit from a role that provides: purpose and meaning; opportunities to learn and grow; community and belonging; flexibility and balance; conditions and lifestyle. For more information visit [APS EVP Statement](#).

How to apply

Go to <https://humanrights.gov.au/about/jobs>. For further information visit our website for [application guidelines and eligibility](#).

RecruitAbility applies to this position. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the position if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job.

For more information visit: <https://www.apsc.gov.au/recruitability>

Acknowledgement

I have reviewed this position description and accept the requirements and responsibilities of my role. I also commit to performing my role in accordance with the Commission's values, APS values and employment principles. I understand my role may change as agreed between me and my supervisor on a temporary or regular basis according to the needs of my Team and/or Division. If I have any questions regarding my role or responsibilities assigned to me, I will discuss them with my immediate supervisor in the first instance.





I also understand my performance will be assessed in accordance with my position description and duties assigned to me within my annual performance agreement.

Employee Name	Signature	Date

