



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Shared Services

Business Unit: Payroll & HR Systems

Position Title: Director

Position Number: P37505

Classification: SOG B

Location: Gungahlin

Last Reviewed: April 2024

Position Requirements: Current Baseline security clearance or ability to obtain and hold this clearance is mandatory

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CMTEDD is also the Head of Service.

DIVISION OVERVIEW

Within CMTEDD, the Office of Industrial Relations and Workforce Strategy (OIRWS) provides the formal structure to lead the ACTPS' industrial, employment and strategic workforce agenda into the future. The OIRWS supports a more effective ACTPS – where workforce strategy, work health and safety, industrial relations, and employment policy and governance is developed and delivered in a consistent and collaborative manner.

The OIRWS has a broad remit across the people, service, policy and regulatory property portfolios, and is organised around three key pillars:

1. **ACTPS Future Workforce Strategy Group**, including the Workforce Strategy, Leadership and Capability Branch; Innovation, Change and Strategy & Transformation Office (STO) Branch; Cultural

Transformation Branch; OIRWS Finance and Process Improvement Branch; and OIRWS Education, Engagement and Communication team.

2. **ACTPS Public Sector Employment Group**, including Industrial Relations and Public Sector Employment Branch; Shared Services Payroll and HR Services Branch; Workforce Governance and Recruitment Branch; and Secure Local Jobs Code Branch.

3. **Work Safety Group**, including Data Analytics Branch, Policy Branch and Strategy and Services Branch.

BUSINESS UNIT OVERVIEW

Payroll Services provide high quality, timely and compliant services for ACT Government directorates. These services include salary packaging, payroll and human resource information and data. Payroll Services also manages critical Financial and Human Resource Systems.

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POSITION OVERVIEW

The Payroll Director oversees several large operational teams responsible for the timely and accurate processing of fortnightly payroll to ACT Government employees. The Director works closely with the Executive Branch Manager and Senior Director, multiple directorate HR units, key stakeholders and customers to achieve quality service delivery outcomes.

WHAT YOU WILL DO

1. Lead, motivate and manage a large, diverse and multi-layered team engaged in complex payroll processing operations for the whole of the ACT Government. Overall accountability for successful delivery of the team's outcomes, by providing subject matter advice and strategic guidance as well as driving a high performing learning culture.
2. Instil a positive customer service culture in the team by developing and maintaining productive and influential working relationships with team members and a range of key stakeholders including clients and senior staff.
3. Manage and resolve escalated payroll and/or system issues and other related Human Resources matters, through interpretation and application of industrial frameworks, legislation, policies and procedures, and analysis of legal advice.
4. Support and work collaboratively with senior management to drive policy and processes that support a sound internal control environment, including risk mitigation.
5. Lead change through a payroll transformation and improvement program through system enhancements and associated business processes.
6. Prepare written correspondence and reports as required, including letters, briefs, and submissions relating to complex employment matters.
7. Manage the design and implementation of analytics, data integrity and controlled monitoring reports.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Expertise in and ability to interpret, relevant compliance and legislative resources and contemporary Human Resources policies and practices.
2. Extensive knowledge of payroll systems and operations, including risk awareness and process controls, in a complex and high pressured environment.
3. Advanced analytical and conceptual skills, particularly the ability to understand how issues integrate and to make rational judgements from available information.
4. Sound knowledge of strategic and operational planning and processes including staff resource management.

Behavioural Capabilities

1. Leadership expertise in delivering agreed business outcomes and solutions, organising resources and setting clear directions, expectations and providing guidance for managers and team members, including during times of significant change.
2. Demonstrated ability to establish and maintain effective and diverse business partnerships through collaboration, engagement, responsiveness and influence.
3. Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a high pressure environment.
4. Strong interpersonal and organisational skills and ability to establish priorities and integrate multiple activities to achieve agreed outcomes accurately on time.

Compliance Requirements / Qualifications

1. A CMTEDD issued ACT Government Personnel Vetting Program (PVP) certificate (equivalent to a baseline security clearance) is required for this position. More information can be found here: [Accept your offer - Careers and Employment \(act.gov.au\)](https://www.act.gov.au/careers-and-employment/accept-your-offer) and [Personnel Vetting - Careers and Employment \(act.gov.au\)](https://www.act.gov.au/careers-and-employment/personnel-vetting).
2. This position does not require a pre-employment medical
3. This position does not require a Working with Vulnerable People Check

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Payroll Director and indicates how frequently each of these requirements would be performed. Please note that Shared Services is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Never
Frequent overtime	Never
Rostered shift work	Never.

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never