Role Description
Payroll Supervisor

Cluster	NSW Parliament
Agency	Department of Parliamentary Services
Division/Branch/Unit	Corporate Services/People, Property & Security
Role number	50002852
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	TBA
PCAT Code	TBA
Date of Approval	July 2021
Agency Website	www.parliament.nsw.gov.au

Agency overview

Administratively, the Parliament comprises three main Departments: the Department of Parliamentary Services (DPS); Department of the Legislative Council (LC); and the Department of the Legislative Assembly (LA). The Chief Executive is the head of the Department of Parliamentary Services, the Clerk of the Legislative Council and Clerk of the Legislative Assembly are the heads of their respective House Departments. These House Departments are responsible for providing procedural advice to the Council and Assembly, and their respective members, on parliamentary proceedings in each House and their Committees, undertaking protocol functions, providing corporate and executive support, House specific administrative/research services and generating content/engagement strategies relating to the activities of the House and its committees.

DPS is responsible for providing corporate and other common services across the Parliament as a whole. It comprises the following Divisions; Parliament Services and Corporate Services, and two project Branches; Digital Transformation and Capital Works Strategy Delivery.

The Parliament Services Division comprises administrative and support services specific to the institution of Parliament. This includes the Hansard, Library and Research Branch, the Communications, Engagement and Education branch and the Parliamentary Catering Unit.

The Corporate Services Division comprises of the corporate functions that provide services to all staff and Members across Parliament House. This includes: the Financial Services & Governance Branch; People, Property & Security Branch; IT Services Unit; and the Planning, Insights & Performance Unit.

The Parliament's ultimate governance body includes the Presiding Officers and the Chief Executive, DPS and the Clerks of the Legislative Council and Legislative Assembly, supported by a contemporary governance framework.

Primary purpose of the role

Manage and direct the Parliament's payroll functions end to end, and is responsible for ensuring that work is performed in an accurate and timely manner in accordance with established procedures.
Review, develop and document payroll policies, systems and procedures to meet changing legislative, policy and client requirements, including evaluating, developing, configuring, testing and implementing new systems and upgrades of the SAP HR/Payroll System.

Key accountabilities

- Provide expertise in formulating payroll policies, systems &procedures to meet changing legislative policy and client requirements.
- Provide expert advice in relation to payroll management and staff entitlements. Develop and maintain key external relationships, ensure industry standards and legislative requirements are met and provide contemporary human resource solutions.
- Manages and directs the Parliament's payroll functions, and is responsible for ensuring that work is performed in an accurate and timely manner in accordance with established procedures.
- Processing the payroll transactions, checking and authorising the fortnightly staff payroll, producing the monthly Member's payroll, preparing correspondence and reports for senior management as required and providing payroll related advice to Members, managers and staff at all levels.
- Fully conversant with the terms and conditions of the various Awards and Determinations that apply to Parliamentary and Electorate Office staff including the Crown Employees Parliament House Conditions of Employment (2015) Award and the Members' Staff Conditions of Employment Determination of the Presiding Officers (February 2018).
- Reviews the payroll system and procedures on an ongoing basis and undertakes project work as required, developing and implementing new procedures to meet changing legislative, policy and client requirements. This includes evaluating, developing, configuring, testing and implementing new systems including any upgrade of the SAP HR/Payroll Systems.
- Interpreting the Parliamentary Remuneration Act, maintaining up-to-date records of all salaries and allowances payable and processing the payroll in a timely and efficient manner.
- Ensure that the work area is safe and without risk to the health of employees, members, contractors and members of the public.

Key challenges

- Ensure that payroll payments have been correctly authorised or approved and that the payroll claims and requests made are within the terms and conditions of awards or agreements and entitlements in the case of Members of Parliament.
- Involves querying and challenging requests made or directions given by Department or Section Heads, obtaining information from HR Payroll Advice Officers, staff and members within payroll closing deadlines thus ensuring all Members and employees are paid the correct amount and on time.
- Identify faults and rejections, within a large range of system tables and error codes, and to resolve the problem quickly to enable processing of payroll and transfer expenditure data to the SAP financial modules.

- Continuous technological change through system upgrades, award changes, taxation changes, superannuation salary sacrifice and must be able to implement them or identify changes required within the payroll system. The SAP system is an integrated system in which most payroll entries affect the financial modules. Information therefore must be correct to enable the financial transfer of payroll values to the general ledger and controlling modules of SAP.
- Recognise and identify the impact on the payroll of various actions and configuration changes including creation of new wage types, superannuation funds, work schedules, retrospective pay adjustments, repayments of salaries plus net and gross pay adjustments to ensure they achieve the desired payroll result and records reconcile with payment summary totals and the financial ledgers.

Key relationships

Who	Why
Internal	
Presiding Officers / House Department Clerks and Executives	- Develop tactical relationships and provide expert advice to influence decisions, support initiatives and promote collaboration across Parliament - Collaborate and maintain open relationships to expedite responses and information transfer
Relevant Reporting Line Manager	- Key relationship manager, report to, receive advice and guidance, clarify instructions and report on progress against work plans as required - Provide support to achieve operational priorities, exchange information and contribute to decision-making - Escalate discuss issues and propose solutions
Senior Executive and counterparts	- Provide tactical advice to respond and deliver against business priorities and wider Departmental initiatives
Division/Branch Leadership Team	- Collaborate and build effective relationships - Provide strategic advice and influence decision making processes - Respond to requests for information or assistance and escalate sensitive issues
Work Team	- Determine work priorities and oversee progress to facilitate their ongoing professional development - Collaborate to continually improve knowledge, build capability, and improve consistency and service quality - Provide an escalation point for issues or complex decision-making
External	
Pillar Administration (superannuation), Maxxia NLC (salary sacrifice), ATO, Australian Bureau of Statistics, Stakeholders/Customers/ SAP Consultants/Health funds/Unions/Auditors/Banks Financial Institutions	- Establish collaborative relationships and partnerships - Ensure effective communication with all relevant stakeholders - Ensure advice and support provided is accurate, responsive, timely and appropriate

Role dimensions

Decision making

The role is expected to operate with some degree of autonomy in respect to their day to day work priorities and, in this context, is expected to determine matters that need to be referred to senior managers or other staff to deal with and provide advice, exercising discretion and judgement on what is appropriate to send to their manager and/or leadership team.

The role is accountable for the delivery of assigned work. The role is accountable for the quality, integrity and validity of the service provided.

Reporting line

The role accounts and reports to the relevant reporting line supervisor/manager

Direct reports

There are no direct reports.

Budget/Expenditure

As per the approved DPS Financial Delegations.

Key knowledge and experience

- Manage, coordinate and process the monthly Member's and fortnightly staff payrolls which also involves checking and authorising these payrolls, including all salary adjustments and variations and to ensure salaries are paid accurately and on time.
- Manage the payroll functions for the Parliament by monitoring and reviewing systems and procedures on an ongoing basis to meet requirements of relevant legislation, government and internal policy.
- Liaise closely with internal and external auditors and attend to audit matters, to meet audit requirements.
- Analyse audit results report and rectify any anomalies to auditing requirements quickly and efficiently.
- Identify faults within the payroll when rejections occur (when rejections occur the whole payroll will not process until the error is rectified), and quickly resolve the error to enable processing of the payroll on time.
- Undertakes payroll projections and simulations in response to different termination scenarios including ETP's, redundancies, dismissals, retirement, and medical retirements including the amount of taxation to be deducted at the time of payment.
- Undertake new configuration within the payroll including testing, verifying and transporting changes to the production server from which the payroll is actually produced.

Essential requirements

- Appropriate tertiary qualifications or demonstrated, equivalent professional experience.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	Work Collaboratively Collaborate with others and value their contribution	• Encourage a culture that recognises the value of collaboration	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
		• Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	Adept
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices	Intermediate

		• Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly	
Business Enablers	**Project Management** Understand and apply effective planning, coordination and control methods	• Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability name**	**Description**	**Level**
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate