

## PAYROLL DISBURSEMENT OFFICER

BRANCH/UNIT	Capability		
TEAM	Workforce Services		
LOCATION	Negotiable		
CLASSIFICATION/GRADE/BAND	TWL6		
POSITION NO.	TBA		
ANZSCO CODE	551311	PCAT CODE	1224192
TAFE Website	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>		

### 1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

### 2. POSITION PURPOSE

The Payroll Disbursement Officer is responsible for the day-to-day processing of back-end payroll transactions and associated functions, data maintenance and the timely and accurate delivery of payroll operations.

### 3. KEY ACCOUNTABILITIES

1. Provide accurate and timely transactional processing of payroll data to ensure compliance with legislative and regulatory requirements and TAFE NSW, policies and procedures.
2. Administer superannuation contribution and taxation requirements to comply with legislative and regulatory requirements and TAFE NSW, policies and procedures.
3. Complete payroll reconciliations on a fortnightly, monthly and annual basis to comply with operational procedures.
4. Provide prompt and responsive advice to the Team Lead to address first level payroll support issues.
5. Maintain all documentation relating to payroll to ensure it is accurate, complete and that recordkeeping and storage is in compliance with legislative guidelines relating to confidentiality and security.
6. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
7. Place the customer at the centre of all decision making.
8. Work with the Line Manager to develop meaningful performance development and review plans.

### 4. KEY CHALLENGES

- Acquiring and sustaining the confidence and support of clients, stakeholders and colleagues by ensuring that solutions and strategies developed are focused on critical client and business needs.
- Working within a broader business framework and understanding cross-business impacts that contribute to both the achievement, and potential blockers, of business objectives.

### 5. KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Team Leader Payroll Disbursement	<ul style="list-style-type: none"> <li>• Receive leadership, advice and support.</li> </ul>
TAFE Managers and employees	<ul style="list-style-type: none"> <li>• Respond to basic transactional enquiries on payroll issues.</li> </ul>
Systems Group	<ul style="list-style-type: none"> <li>• Receive advice</li> </ul>

### 6. POSITION DIMENSIONS

**Reporting Line:** Team Leader Payroll Disbursement

**Direct Reports:** Nil

**Indirect Reports:** Nil

**Financial Delegation:** Nil**Budget/Expenditure:** Nil**Decision Making:**

- Makes decisions, using good judgement, expertise and knowledge, under limited guidance from more senior staff, on tasks/assignments with considerable complexity and sensitivity.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

## 7. ESSENTIAL REQUIREMENTS

1. Diploma, Advanced Diploma or Associate Degree in a relevant discipline or equivalent skills, knowledge and experience.
2. Experience in working effectively in a team environment and assisting in assigned payroll processing, enquiries and record keeping.
3. Knowledge of payroll, or ability to quickly acquire the knowledge to perform this role.
4. Ability to address and meet focus capabilities as stated in the position description.





## 8. CAPABILITIES

**NSW Public Sector Capability Framework**

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience & Courage	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Intermediate
	Value Diversity and Inclusion	Intermediate
 Relationships	Communicate Effectively	Intermediate
	<b>Commit to Customer Service</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan And Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Intermediate
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

**OCCUPATION/PROFESSION SPECIFIC CAPABILITIES FOR THE POSITION**

CAPABILITY	DEFINITION	LEVEL
<b>Employee Services</b>	Delivery customer focused services to optimize the employment life-cycle experience at an individual and organisational level.	<b>Level 1</b>

**FOCUS CAPABILITIES**

The focus capabilities for the Payroll Disbursement Officer are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

**NSW Public Sector Focus Capabilities**

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b>		
Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>Represent the organisation in an honest, ethical and professional way.</li> <li>Support a culture of integrity and professionalism.</li> <li>Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct.</li> <li>Recognise and report misconduct and illegal and inappropriate behaviour.</li> <li>Report and manage apparent conflicts of interest and encourage others to do so.</li> </ul>
<b>Relationships</b>		
Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering high-quality customer-focused services.</li> <li>Design processes and policies based on the customer's point of view and needs.</li> <li>Understand and measure what is important to customers.</li> <li>Use data and information to monitor and improve customer service delivery.</li> <li>Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers.</li> <li>Maintain relationships with key customers in area of expertise.</li> <li>Connect and collaborate with relevant customers within the community.</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and cooperative team environment.</li> <li>Share information and learning across teams.</li> <li>Acknowledge outcomes that were achieved by effective collaboration.</li> <li>Engage other teams and units to share information and jointly solve issues and problems.</li> <li>Support others in challenging situations.</li> <li>Use collaboration tools, including digital technologies, to work with others.</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b>		
Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes.</li> <li>• Make sure staff understand expected goals and acknowledge staff success in achieving these.</li> <li>• Identify resource needs and ensure goals are achieved within set budgets and deadlines.</li> <li>• Use business data to evaluate outcomes and inform continuous improvement.</li> <li>• Identify priorities that need to change and ensure the allocation of resources meets new business needs.</li> <li>• Ensure that the financial implications of changed priorities are explicit and budgeted for.</li> </ul>
<b>Business Enablers</b>		
Technology	Intermediate	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks.</li> <li>• Use available technology to improve individual performance and effectiveness.</li> <li>• Make effective use of records, information and knowledge management functions and systems.</li> <li>• Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies.</li> </ul>