

Role Statement



TITLE OF POSITION: Rail Commissioner Payroll Coordinator
CLASSIFICATION LEVEL: ASO-4

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises of seven directorates: Customer and Information Services, Investment Services, People and Performance, Commercial and Legal, Planning and Transport Policy and Portfolio Management Office.

People and Performance directorate focuses upon maximising employee engagement and performance across the Department.

Role Overview

The Payroll Coordinator Rail Commissioner is accountable to the Unit Manager Workforce Management for providing system maintenance and complex and specialised payroll functions for Rail Commissioner staff to ensure that accurate and timely payroll processing and associated reporting occurs. The role manages a Payroll Officer and is responsible for managing the timely and accurate updating of payroll, leave, employee, position management and other relevant payroll information and ensuring compliance with relevant Awards, Enterprise Agreements and legislative requirements.

The Payroll Coordinator Rail Commissioner works directly with Rail Commissioner senior management and staff. The role liaises with team members and staff across the department.

Directorate: People and Performance
Position Number: New
ANZSCO Code: 5513
Location: Adelaide CBD
Knet No: #9604424



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

The Payroll Coordinator Rail Commissioner is required to undertake a wide range of activities which may include all or any of the following:

- a. Coordinating, or undertaking a range of complex functions associated with, assigned discrete projects, systems and services that are consistent with agency strategies, policies and priorities and deliver the Section's objectives.
- b. Supervising and training staff where required and ensuring the standard of work quality, service delivery and/or compliance with regulations and policies meets the Section's objectives.
- c. Undertaking investigations, preparing reports with recommendations, maintaining records and systems and contributing to the development of services and projects and performance benchmarking.
- d. Liaising and negotiating with internal and external stakeholders to progress and provide input into, assigned projects, systems and services.
- e. Undertaking a broad range of research and analysis to provide advice, information and correspondence that supports the delivery of assigned agency programs, projects, systems, policies and/or services.
- f. Supporting and/or contributing to the development and implementation of relevant and effective policies, guidelines and procedures to meet Section goals and objectives.
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies including Work Health Safety and Wellbeing requirements.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

Some out-of-hours work will be required. Intra/interstate travel necessitating overnight absences may be required.

Qualifications / Licences

- a. Nil

Person Capabilities

- a. Works respectfully and effectively with Aboriginal and Torres Strait Islander people, and understands their cultural values and supports programs and services to meet these peoples' community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
 - a. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - b. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”

- c. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - d. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - e. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
 - d. Demonstrates commitment and accountability to the implementation of the Premier’s Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
 - e. Has well-developed communication skills, including the ability to liaise effectively at all levels, listen to staff, service providers and customers, resolve conflict, contribute to successful and positive negotiations, and formulate solutions to problems.
 - f. Demonstrated ability to process high volumes of quality accurate detailed work, and synthesise information to provide recommendations in reports and correspondence.
 - g. Ability to work limited general direction, independently or as part of a team, identify specific or desired performance outcomes, plan and coordinate activities, use initiative and judgement and set priorities to achieve objectives within deadlines.
 - h. Demonstrated ability to consistently perform high volumes of work with close attention to accuracy and detail.

Delegate Approval

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Name

Signature

Date: / /