

## **Selection Documentation**

# **Pay Administration Officer**

**Level 3** \$72,927 - \$81,423 plus superannuation

**Level 4** \$83,791 - \$87,406 plus superannuation

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

### **Role**

ASIS is looking to build additional capacity and capability across its corporate support function, with a particular focus on the continued strengthening of our human resources team.

As a Payroll Administration Officer within ASIS you can expect to work within a dedicated team that has a clear sense of purpose and an understanding of how you can individually contribute to the security of our nation and fellow Australians.

We are seeking to engage skilled and enthusiastic professionals to fill roles within the ASIS Payroll Administration team. We believe this is an opportunity for not only experienced payroll officers but also welcome applications from those seeking entry into the HR support space or from those experienced administrators looking to specialise within the HR field.

The roles require individuals with strong interpersonal skills, well developed communication skills, sound judgement and an aptitude to perform in a collaborative and energetic environment. In addition to this you will be able to demonstrate your organisational ability and your ability to provide a high level of customer service/support. Previous background experience in payroll or working in PeopleSoft would be advantageous, but not essential.

These positions are Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation. (The successful candidate will be required to obtain and maintain the highest level security clearance and Australian citizenship.)

### **Key Responsibilities and Tasks – Level 3**

Outlined below are the key areas of responsibility for the Payroll Administration Officers Level 3:

- Work under direction as part of a payroll team to provide entry level payroll processing and administrative support, in accordance with best practice and relevant policy guidelines;
- Be accountable for the completion of allocated tasks and organising workflow;
- Develop capability through exposure to team members, on the job experience and relevant training;
- Build and maintain internal and external stakeholder relationships;
- Display initiative within defined limits relating to your area of responsibility;
- Display adaptability and flexibility in changing circumstances and in diverse situations; and
- Assist the payroll team in the day to day activities required to successfully meet critical deadlines.

## **Key Responsibilities and Tasks – Level 4**

In addition to the responsibilities of Payroll Administration Officer Level 3, outlined below are the responsibilities for the Payroll Administration Officers Level 4:

- Calculate and process payroll entitlements and allowances adhering to fortnightly deadlines;
- As part of a payroll team, undertake tasks of a moderate level of complexity, under the direction from senior staff;
- Provide advice to employees regarding conditions of service that is informed and within policy guidelines;
- Organise and prioritise work using available resources in a timely manner;
- Able to work co-operatively in a flexible manner, sharing ideas and encouraging teamwork and dealing with conflicts effectively;
- Maintain employee records for statutory recording purposes; and
- Develop and maintain professional and constructive relationships with all internal and external clients.

## **Education, qualification and experience requirements**

The following education, qualifications and/or experience applies to both advertised levels and while highly regarded is not essential.

- Payroll or Administrative experience;
  - Demonstrated strong customer service skills;
  - PeopleSoft experience or experience with similar Human Resource operating systems;
  - Experience using Microsoft Office applications.
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## **SELECTION CRITERIA**

Candidates are not required to provide a written response to the capabilities (above), however, candidates are encouraged to consider the capabilities in preparing their responses to the below questions, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position. For more information and tips on applying for jobs in the Public Service, go to the [APSC website](#).

### **Supports strategic direction**

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgement, intelligence and common sense.

### **Achieves Results**

- Identifies and uses resources wisely;
- Applies and builds professional expertise;
- Responds positively to change; and
- Takes responsibility for managing work projects to achieve results.

### **Support Productive Working Relationships**

- Nurtures internal and external relationships;
- Listens to, understands and recognises the needs of others;
- Values individual differences and diversity; and
- Shares learning and supports other.

### **Displays personal drive and integrity**

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and
- Demonstrates self-awareness and a commitment to personal development.

### **Communicates with Influence**

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates confidently.

### **Job Specific Requirements**

- Demonstrated experience and education relevant to the role.

More information on the ILS can be found at [www.apsc.gov.au](http://www.apsc.gov.au)

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## **APPLICANT INSTRUCTIONS**

**To APPLY, please submit an application ONLINE via the website.**

Candidates will be required to attach a resume and provide responses to the following questions:  
(maximum 500 words each)

1. Please indicate the level you applying for?
2. Why do you want to work as an ASIS Payroll Administration Officer? How does your previous work experience make you suitable for this role?
3. Describe a time when you had conflicting priorities. How did you manage the priorities to achieve good outcomes?
4. Describe a time when you contributed to a team to achieve an outcome. What do you take into consideration when working in a team environment?

**For application closing date, please refer to the website**

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### **What Happens Next?**

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 months.

We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.