DEPARTMENT OF THE PREMIER AND CABINET

ROLE DESCRIPTION: PAYROLL PROCESS ANALYST (AS05) (PAYROLL SME)

ORGANISATIONAL CONTEXT

Organisational Role

As a leader in the public sector, we have a clear role to support the Premier and the Cabinet to ensure South Australia thrives. Rich in diversity, with a wide range of roles, responsibilities and clients, the Department of the Premier and Cabinet (DPC) naturally attracts the best and the brightest.

Committed to developing high quality policy and delivering outstanding customer service, our people have the opportunity to be inspired by working side by side with some of the most influential thinkers in their field, from experts in public policy to creative leaders in the arts.

DPC has diverse and unique entities and our culture is underpinned by a relentless regard for quality. We generate a sense of energy and excitement in our work and relationships by valuing our people and embracing innovation and change.

Leading the implementation of the government's agenda through 7 Strategic Priorities South Australia's Strategic Plan and key public sector reforms, we offer exceptional career opportunities.

Business Unit Role

Government Services Group comprises three brands – eGovernment, Service SA and Shared Services SA. Government Services Group is a service delivery organisation committed to the provision of high level customer service and the delivery of quality services professionally that are valued by citizens, the community and government.

ROLE OF PAYROLL PROCESS ANALYST (AS05)

Purpose

The Payroll Process Analyst will undertake a key role in the project to migrate the Government's main payroll system from the CHRIS 5 to CHRIS 21 payroll systems within Shared Services SA. The project will incorporate the consolidation and standardisation of databases, alignment of pay cycles, reduction of pay runs and standardisation of processes.

The primary role of the Payroll Process Analyst is to work with the Payroll Reform Team to fully test the new chris21 environment, coordinate user acceptance testing and contribute to the development and execution of the parallel run process.

Special Conditions

Work Status	Incumbents must hold current Australian work eligibility status. Incumbent may be assigned to another position at this remuneration level or equivalent.
Location	Adelaide Metropolitan
Qualifications	Not Applicable
Out-of-hours work	May be required
Travel	Intrastate and interstate travel may be required
Performance Management	Incumbents are required to participate in the Shared Services SA Performance Management Program

Reporting and Working Relationships

The Payroll Process Analyst is accountable to the Senior Consultant, Payroll Reform (ASO7) and will be required to work closely with the Payroll Reform team, the payroll system vendor and Shared Services SA, Service Delivery staff.

The Payroll Process Analyst will:

- Engage in end-to-end testing of the CHRIS 21 payroll system in a complex payroll environment;
- Utilise problem solving and analytical skills to identify, analyse and escalate potential issues as required;
- Identify and document procedural and process changes that can be implemented following the migration to chris^{21}, ensuring proper audit and system controls are maintained;
- Present findings (verbal and in writing) from the testing process and contribute to the design of solutions where the chris^{21} functionality does not fully meet current business requirements;
- Assist in the design and implementation of solutions where the CHRIS 21 functionality does not fully meet business requirements; Assist with the development of end-user training materials;
- Assist with the development of end-user training materials;
- Maintain accurate and complete records of business activities created and received in accordance with the *State Records Act 1997* and policies and procedures.
- Maintain a commitment to Equal Opportunity, Diversity and Ethical Conduct and comply with the Code of Ethics and legislative requirements of the *Public Sector Act 2009 Public Sector (Honesty and Accountability) Act 1995* and *Work Health and Safety Act 2012.*

TECHNICAL OR EXPERT KNOWLEDGE/EXPERIENCE

- Excellent knowledge of payroll processes and procedures in the CHRIS environment, particularly with respect to pay cycles;
- Highly developed customer service skills;
- Demonstrated high level written and verbal communication skills;
- Ability to work effectively in a team environment;
- Current knowledge of payroll awards, legislation and associated employment conditions;
- Strong problem solving skills with the ability to diagnose and analyse issues;
- High level attention to detail and the ability to multi-task with a focus on service quality;
- Proven ability to prioritise and organise work to meet deadlines, including managing competing demands and tasks in a demanding work environment;

- Demonstrated ability to work effectively under pressure with the ability to be innovative and the capacity to assist in identifying and implementing initiatives to improve efficiency and/or service quality; and
- An understanding of and an ability to work to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act and Equal Opportunity Act.