



We appreciate your interest in working for the Australian Transport Safety Bureau (ATSB).

## **PAYROLL/HR OFFICER – Reference No: 2025/07**

The details pertaining to the advertised role are presented through the following sections, including how to submit your application.

### **SECTION 1 – POSITION DETAILS**

<u>Role:</u>	Payroll/HR Officer
<u>Classification:</u>	APS 4 or APS 5*
<u>Employment Status</u>	Non-ongoing (there is potential this position may become ongoing)
<u>Employment Type</u>	Part-time (between 20-30 hours per week)
<u>Salary range:</u>	\$74,623 - \$89,954 pa (pro rata, plus 15.4% superannuation)
<u>Division:</u>	Corporate
<u>Location:</u>	Canberra
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Emma Kavanagh on 02 6122 1664
Closing Date:	Tuesday, 26 August 2025

\*Classification and salary will be determined based on the candidate's level of experience and demonstrated capabilities.

### **SECTION 2 – OUR ORGANISATION**

The Australian Transport Safety Bureau (ATSB) improves safety and public confidence in aviation, rail and marine transport through independent 'no blame' investigations of accidents and safety occurrences. Our mission is to improve transport safety for the greatest public benefit through influencing safety action to prevent reoccurrences.

### **SECTION 3 – ABOUT THE ROLE**

We are looking for a Payroll/HR Officer to join our small, flexible, friendly and supportive team.

Working in a small agency, our payroll/HR officer is responsible for operational payroll processing and administration. In this role you will play a key role in supporting our Human Resources team through payroll administration, advice, projects, and reporting.

Responsibilities include:

- Process and reconcile payroll transactions accurately using Aurion for approximately 120 employees; including commencements, terminations, movements, pay adjustments, and superannuation, in conjunction with the ATSB's outsourced payroll provider (Aurion).
- Serve as the main point of contact for ATSB staff regarding Aurion-related enquiries and support.
- Maintain effective working relationships with the outsourced payroll provider (Aurion) to promptly and professionally resolve payroll queries and seamless service delivery.
- Undertake reporting, onboarding, probation, and exit processes.
- Provide timely and accurate advice regarding salary, benefits, recruitment and other HR functions.
- Understand APS legislation, policies and procedures to ensure compliance.
- Coordinate information across a small team and ensure files and personnel records are maintained.
- Provide support across the HR team with other activities and priorities as required.

### Our Ideal Person

Our ideal person will demonstrate:

- the capability to efficiently and accurately process and reconcile payroll transactions using Aurion
- an understanding of APS legislation, policies and procedures
- clear communication and stakeholder engagement skills, including the ability to address inquiries and maintain positive relationships
- effective prioritisation and organisational skills
- initiative and a willingness to build new skills.

Previous experience in payroll is essential.

### What we can offer you

- Flexible working arrangements, includes flexible start and finish times.
- Extensive leave provisions: 18 days sick/carers leave pa and 20 days annual leave pa (pro rata for part-time hours), as well as compassionate leave, bereavement leave, long service leave.
- Access to on-the-job learning and paid professional development opportunities to support your career.
- Travel allowances if traveling for work.
- A variety of salary packaging options.
- Health and wellbeing program – tools, resources and supports.

## SECTION 4 – THE SELECTION PROCESS

A Selection Committee (usually consisting of 2-3 members) is formed to conduct the assessment and selection process. The process can take between 8 to 16 weeks to complete.

All members of the Selection Committee will assess the applications received after the closing date. The Committee will then agree on a selection of candidates (a short-list) to progress to the next stage of assessment. Shortlisted candidates may be required to complete one or more work sample assessments. The most competitive applicants will progress to interview.

Reference checks are performed on those candidates who are deemed to be in strong contention for the role, at the conclusion of the assessment and/or interview process. Included in the referee checks may be an appraisal of your personal integrity for the purposes of a baseline security check.

A verbal offer will be made to preferred candidate, followed by a written offer of employment.

Other candidates considered suitable for the role may be placed on a merit list and may be approached should another similar vacancy become available. Merit lists are available for a period of 12 months from the date the vacancy was advertised on the APSjobs website.

Candidates not shortlisted or progressing through the selection process will be notified via email. Unsuccessful candidates who were interviewed may be contacted by a member of the Committee and feedback can be provided on request.

## SECTION 5 - SUBMITTING YOUR APPLICATION

Applicants are required to submit a statement (maximum 2 pages) addressing the duty statement and criteria outlined in Section 3 (*About the Role* and *Our Ideal Person*), and why you want to be considered for this position. Where possible, include specific relevant examples of your work. When you include examples, you should:

- set the context by describing the circumstance where you used the skills or qualities and gained the experiences
- detail what your role was
- describe what you did and how you did it
- describe what you achieved - what was the end result and how does it relate to the job you are applying for?

To use as a guide when developing your statement, an explanation of the difference in capability required at the APS levels can be found at the following link: [Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission \(apsc.gov.au\)](https://www.apsc.gov.au/work-level-standards).

The ATSB does not have an online recruitment system, therefore you will need to email your application to [recruitment@atsb.gov.au](mailto:recruitment@atsb.gov.au) before the closing date and time. When emailing your application, you will need to include the 3 items listed below:

1. a **statement** outlining how your skills and experience relate to the Payroll/HR Officer role and why you would like to work for the ATSB (maximum 2 pages)
2. a completed **ATSB Applicant Coversheet**, available from our website
3. your current **Curriculum Vitae or Resume**.

Should you require further assistance in terms of submitting your application, please email your query to [recruitment@atsb.gov.au](mailto:recruitment@atsb.gov.au).

## SECTION 6 – GENERAL INFORMATION

### *Eligibility*

Please note, under section 22(8) of the *Public Service Act 1999*, employees **must be an Australian citizen** to be employed (on a temporary or permanent basis) in the APS, unless the Agency Head has agreed, in writing.

### *Diversity and inclusion*

The ATSB aims to ensure that fair, equitable and non-discriminatory consideration is given to applicants. If you need assistance at an interview in regard to access, an interpreter or another service, please discuss this with the contact officer prior to the interview.

Hearing or speech-impaired applicants may wish to use the relay services of the Australian Communication Exchange at: [www.aceinfo.net.au](http://www.aceinfo.net.au)

### *Security requirements*

If successful, a police/character check will be undertaken to ensure you are a fit person to be employed in the Australian Public Service prior to your commencement date. It is also expected you will obtain, in the first six months of your employment, and maintain, a baseline security clearance.

### *Medical examinations*

As a condition of your employment, you will be required to attend a medical examination to assess your fitness for employment as an Australian Public Servant. You will be advised of your appointment date following your commencement.

### *Vaccinations*

The ATSB does everything in its power to keep its workforce safe. The ATSB encourages **all** employees to be vaccinated for COVID-19. It is a general expectation that that you are willing to disclose your vaccination status for COVID-19, if employed. The ATSB requires COVID-19 vaccination status to assess workplace risks and manage or put in place safety actions or measures to support all employees. Information provided will be handled in accordance with the *Privacy Act 1988*.

### *General employment conditions*

For more information on employment conditions and salary rates please refer to the ATSB's Enterprise Agreement 2024-2027, available on the ATSB webpage.