

Role Description

Payroll and Administration Officer

Cluster/Agency	Law Enforcement Conduct Commission
Department/Agency	Law Enforcement Conduct Commission
Division/Branch/Unit	Executive Branch
Location	Sydney CBD
Classification/Grade/Band	Clerk 7/8
Kind of Employment	Ongoing
ANZSCO Code	223111
PCAT Code	1224041
Date of Approval	June 2025

Department/Agency overview

The Law Enforcement Conduct Commission (LECC) is an independent body exercising royal commission powers to detect, investigate and expose serious misconduct within the NSW Police Force and the NSW Crime Commission. The LECC also independently monitors and reviews the investigation of complaints by the NSW Police Force and the NSW Crime Commission about the conduct of their officers. In doing so the LECC recognises the primary responsibility of those agencies to investigate and prevent officer misconduct and corruption within those agencies, while providing for oversight of those functions.

The LECC works collaboratively with the NSW Police Force and the NSW Crime Commission to educate and promote the prevention and elimination of officer misconduct, particularly through the identification of systemic issues that are likely to be conducive to the occurrence of officer misconduct and corruption. The LECC also undertakes independent, real time monitoring of critical incident investigations undertaken by the NSW Police Force, and can make reports on the conduct of critical incident investigations by the NSW Police Force.

The LECC plays a key role in strengthening the integrity of law enforcement in NSW.

Primary purpose of the role

The primary purpose of the Payroll and Administration Officer is to provide a professional end to end payroll management service at the LECC. This role is responsible for auditing, reporting and flexible working administration. The role also provides administrative support to other HR functions.

Key accountabilities

- Professionally manage the end-to-end payroll process, including fortnightly, monthly and annual legislative and procedural functions, PAYG and superannuation obligations, ensuring the accuracy and timeliness of the LECC's payroll processes.
- Provide support and advice to management and staff regarding leave administration, payroll and the workers compensation claim process.
- Maintain the establishment and reporting arrangements in the HR System and provide accurate and timely statistical reporting as required including the annual workforce profile data collection to inform organisational decision making.
- Investigate complex payroll administration system issues, identify problems and recommend solutions to support the effective delivery of payroll services.

- Administer the LECC's computerised payroll/human resource system, including continuous review and improvement to ensure corporate practices reflect government and industry best practice. Be responsive to annual audit requirements.
- Conduct LECC Employment Suitability Assessments relating to recruitment of prospective employees.
- Assist with recruitment functions
- Provide payroll and HR data and information for internal and external audits
- Payroll and workforce reporting as required.
- Provide administrative support to HR functions including recruitment, training and work health and safety.

Key challenges

- Maintaining up to date knowledge of relevant payroll related legislation and keeping abreast of ongoing changes whilst responding in an accurate and timely manner to current matters and issues.
- Maintaining open, effective and proactive communication with managers and staff to build collaborative relationships and to support the achievement of payroll and vetting objectives.
- Exercising sound judgment, empathy and discretion when dealing with sensitive and complex matters.

Key relationships

Who	Why
Internal	
HR Manager	<ul style="list-style-type: none"> • Day to day responsibilities • Receive information and advice • Assist with HR administrative functions including recruitment, training and work health and safety
Directors and Managers	<ul style="list-style-type: none"> • Matters requiring clarity and review • Provide information and advice
LECC employees	<ul style="list-style-type: none"> • Provide information and advice
External	
Other Like Agencies	<ul style="list-style-type: none"> • Share and exchange information
Members of the Public	<ul style="list-style-type: none"> • Employment Suitability Assessment applications • Provide information and advice

Role dimensions

Decision making

The Payroll and Administration Officer independently manages day to day workload within agreed deadlines, takes active ownership of own work and collaborates with others in the team to ensure delivery of outcomes within required timeframes and to a high standard. The role is fully accountable for the quality and integrity of payroll management and ensures compliance with relevant organisational, government and legislative requirements.

The role refers decisions to the Manager Human Resources requiring or resulting in significant change to outcomes or timeframes; those with the potential to escalate or create precedent; matters requiring a higher administrative or financial delegation or submission to a higher level of management.

Reporting line

This position reports directly to the Manager Human Resources.

Direct reports

Nil.

Budget/Expenditure

Nil.

Essential requirements



- Tertiary qualifications in a payroll administration related field or equivalent work experience.
- Extensive hands-on iChris or CHRIS 21 end-to-end payroll management experience including PAYG and superannuation legislative obligations.
- A probity assessment to establish reliability, trustworthiness, integrity and suitability of employment. In addition, LECC officers are also required to obtain a commonwealth security clearance, with this role requiring clearance at a Baseline classification.

Capabilities for the role



The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role 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 role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Act professionally and support a culture of integrity Identify and explain ethical issues and set an example for others to follow Ensure that others are aware of and understand the legislation and policy framework within which they operate Act to prevent and report misconduct and illegal and inappropriate behaviour
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations Use collaborative tools, including digital technologies, to work with others
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and apply critical thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Technology	Adept	<ul style="list-style-type: none"> • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
		<ul style="list-style-type: none"> • Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements
Business Enablers Finance	Intermediate	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending • Consider financial implications and value for money in making recommendations and decisions • Understand how financial decisions impact the overall financial position • Understand and act on financial audit, reporting and compliance obligations • Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these