

Te Whatu Ora Health New Zealand Te Matau a Māui Hawke's Bay	POSITION TITLE	Payroll Administrator		
	DIRECTORATE	Corporate	DEPARTMENT	Payroll
	REPORTING TO (operationally)	Payroll Team Leader	REPORTING TO (professionally)	Payroll Team Leader
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the payroll functions within Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke's Bay No direct reports			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> Processing of pays to ensure all Te Whatu Ora – Hawke's Bay employees are paid accurately according to legislation, contractual requirements and policy and procedures Provide support for users of Actor Roster and PAL\$ Systems To recognise and support the delivery of the Hawke's Bay Health sector vision 			
KEY DELIVERABLES	<p>Processing weekly pay runs</p> <ul style="list-style-type: none"> Analyse approved hours reports with each pay run to ensure correct payment of wages to employees Process pays and ensure all deduction schedules sent to relevant external parties Respond to and support managers to complete their pay approvals and to ensure they follow correct payroll procedures Actively identify any opportunities to improve processes and procedures to Team Leader Ensure timely and accurate maintenance of payroll records <p>Employee data maintenance</p> <ul style="list-style-type: none"> Ensure documentation received is accurate and update employee records accordingly, ensuring timelines are met Electronically file all documentation in a timely manner <p>General</p> <ul style="list-style-type: none"> Monitor and update payroll processes and procedures to ensure they are accurate and current Supply accurate information to authorised external agencies on request and in a timely manner Provide cover for other payroll administrators during periods of absence and increased workloads <p>Rostering/Kiosk support</p> <ul style="list-style-type: none"> Provide support to other members of the team, managers and employees to effectively use systems Identify and report any system problems to Team Leader Identify and initiate any training requirements for employees or managers <p>Quality improvement</p> <ul style="list-style-type: none"> Demonstrates a commitment to customer service through problem solving with employees/managers Understanding customer needs and offer ideas for quality improvement Challenge the status quo and look for best practice 			
HEALTH & SAFETY RESPONSIBILITIES	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are: <ul style="list-style-type: none"> Not to do anything that puts your own H&S at risk Not to do anything that puts others H&S at risk To follow all health and safety policies and procedures To follow all reasonable health and safety instructions (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			
KEY WORKING RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> Corporate Directorate People and Culture Directorate General Managers Managers Team Leaders All Te Whatu Ora – Hawke's Bay staff 		EXTERNAL <ul style="list-style-type: none"> Unions Inland Revenue Department Superannuation Providers Accident Compensation Corporation Any other Government and private company that have authority to request pay information 	
DELEGATION AND DECISION	NIL			
HOURS OF WORK	80 hours per week (1FTE), Monday to Friday			

EMPLOYMENT AGREEMENT & SALARY	DHB/PSA Administration / Clerical Multi Employer Collective Agreement \$59,627 to 68,340
DATE	September 2022
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A
SCOPE & COMPLEXITY	Complexities of various Individual and Collective Agreements

ESSENTIAL CRITERIA

Experience

- Previous experience in either a Payroll, Human Resources, Administration or Information Technology role
- School leaver with relevant subject experience such as accounting and mathematics

Business / Technical Skills

- High level of computer skills, Excel, Word & Access
- Excellent numeracy skills
- Ability to problem solve
- High level of communication skills

Key Attributes

- Strong attention to detail
- Analytical thinker
- High level of confidentiality
- Ability to work effectively as part of a team and independently
- Ability to consistently meet deadlines under time constraints
- Demonstrates an understanding of continuous quality improvement
- Ability to prioritise work flow

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

Physical Requirements

No specific requirements for the role

Vaccination status for role:

All staff must be vaccinated annually for Influenza and full COVID-19 vaccinations as per mandated by the Ministry of Health
Additional vaccinations are required for Clinical Staff

DESIRABLE CRITERIA

Experience

- Experience in a large complex organisation
- Experience with multiple employment agreements and MECAs
- Experience in a healthcare setting
- Knowledge of employment legislation and the Holidays Act



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.