



<b>Health New Zealand</b> Te Whatu Ora	<b>POSITION TITLE</b>	<b>Payroll Officer – Fixed Term</b>		
	<b>DIRECTORATE</b>	Corporate	<b>DEPARTMENT</b>	Payroll
	<b>REPORTING TO (operationally)</b>	Payroll Team Leader	<b>REPORTING TO (professionally)</b>	Payroll Team Leader
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the payroll functions within the Te Whatu Ora - Te Matau a Māui Hawke’s Bay district. No direct reports			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>Processing of pays to ensure all HBDHB employees are paid accurately according to legislation, contractual requirements and policy and procedures.</li> <li>To recognise and support the delivery of the Hawke’s Bay Health sector vision</li> </ul>			
<b>KEY DELIVERABLES</b>	<p><b>Processing weekly pay runs</b></p> <ul style="list-style-type: none"> <li>Analyse pay run reports to ensure correctness of payments to employees</li> <li>Ensure all deduction schedules sent to relevant external parties</li> <li>Running and analysis of weekly audit report</li> <li>Respond to and support managers to complete their pay approvals and to ensure they follow correct payroll procedures</li> <li>Analyses, investigates, and resolves simple payroll queries and discrepancies, escalating the more complex ones to the payroll specialist</li> </ul> <p><b>Employee data maintenance</b></p> <ul style="list-style-type: none"> <li>Liaise with managers, recruitment and human resources to ensure documentation received is accurate</li> <li>Accurately update employee records accordingly, ensuring timelines are met</li> <li>Electronically file all documentation in a timely manner</li> <li>Verifying master file changes for other team members</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Deal with sensitive questions from employees or managers regarding pay in a discrete, respectful manner</li> <li>Raise complex issues to Payroll Specialist</li> <li>Manage multiple demanding queries from managers in a timely manner and effectively prioritise workload</li> <li>Provide cover for payroll team during periods of absence and increased workloads</li> <li>Management and distribution of the Recruitment Daily Extended Report to required departments</li> </ul> <p><b>Rostering/Kiosk support</b></p> <ul style="list-style-type: none"> <li>Add and remove employees from rosters as required</li> <li>Identify and escalate any training requirements to systems administrators</li> </ul> <p><b>Quality improvement</b></p> <ul style="list-style-type: none"> <li>Actively identify any opportunities to improve processes and procedures to Payroll Specialist or Systems Administrator</li> <li>Demonstrates a commitment to customer service through problem solving with employees/managers</li> <li>Understanding customer needs and offer ideas for quality improvement</li> <li>Challenge the status quo and look for best practice</li> </ul>			
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	Te Whatu Ora - Te Matau a Māui Hawke’s Bay district 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"> <li>Not to do anything that puts your own H&amp;S at risk</li> <li>Not to do anything that puts others H&amp;S at risk</li> <li>To follow all health and safety policies and procedures</li> <li>To follow all reasonable health and safety instructions</li> </ul> (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"><li>▪ Corporate Directorate</li><li>▪ People and Culture Directorate</li><li>▪ General Managers</li><li>▪ Managers</li><li>▪ Team Leaders</li><li>▪ All Te Whatu Ora - Te Matau a Māui Hawke's Bay district staff</li></ul>	EXTERNAL <ul style="list-style-type: none"><li>▪ Unions</li><li>▪ Inland Revenue Department</li><li>▪ Superannuation Providers</li><li>▪ Accident Compensation Corporation</li><li>▪ Any other Government and private company that have authority to request pay information</li></ul>
DELEGATION AND DECISION	N/A	
HOURS OF WORK	Fixed Term until 31/12/2025 40 hours per fortnight (1 FTE)Monday to Friday	
EMPLOYMENT AGREEMENT & SALARY	DHB/PSA Administration / Clerical Multi Employer Collective Agreement Band 4	
DATE	March 2025	
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A	
SCOPE & COMPLEXITY	▪ Complexities of various Individual and Collective Agreements	
<div><div><div><b>ESSENTIAL CRITERIA</b></div><div><b>Qualification</b><ul style="list-style-type: none"><li>• Level 4 etc</li></ul></div><div><b>Experience</b><ul style="list-style-type: none"><li>▪ Previous experience in either a Payroll, Human Resources, Administration or Information Technology role</li></ul></div><div><b>Business / Technical Skills</b><ul style="list-style-type: none"><li>▪ Good level of computer skills</li><li>▪ Sound numeracy skills</li><li>▪ High level of communication skills</li></ul></div><div><b>Key Attributes</b><ul style="list-style-type: none"><li>▪ Strong attention to detail and analytical skills</li><li>▪ High level of confidentiality</li><li>▪ Ability to work effectively as part of a team and independently</li><li>▪ Ability to consistently meet deadlines under time constraints</li><li>▪ Demonstrates an understanding of continuous quality improvement</li><li>▪ Ability to prioritise work flow</li></ul></div><div><b>Effectively Engaging with Māori</b><ul style="list-style-type: none"><li>▪ Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori</li><li>▪ Is visible, welcoming and accessible to Māori consumers and their whānau</li><li>▪ Actively engages in respectful relationships with Māori consumers and whānau and the Māori community</li><li>▪ Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience</li><li>▪ Actively facilitates the participation of whānau in the care and support of their whānau member</li></ul></div><div><b>Physical Requirements</b><ul style="list-style-type: none"><li>▪ N/A</li></ul></div></div><div><div><b>DESIRABLE CRITERIA</b></div><div><b>Experience</b><ul style="list-style-type: none"><li>▪ Experience in a large complex organisation</li><li>▪ Experience with multiple employment agreements and MECAs</li><li>▪ Experience in a healthcare setting</li></ul></div><div><div></div><div><b>Our Vision</b><p><i>Te hauora o te Matau-a-Māui: Healthy Hawke's Bay</i></p><p>Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.</p></div><div><b>Our Values</b><div><div><b>HE KAUANUANU RESPECT</b><p>Showing <b>respect</b> for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.</p></div><div><b>RARANGA TE TIRA PARTNERSHIP</b><p>Working together in <b>partnership</b> across the community. This means I will work with you and your whānau on what matters to you.</p></div></div><div><div><b>ĀKINA IMPROVEMENT</b><p>Continuous <b>improvement</b> in everything we do. This means that I actively seek to improve my service.</p></div><div><b>TAUWHIRO CARE</b><p>Delivering high quality <b>care</b> to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.</p></div></div><div><div></div><div><b>HE KAUANUANU RESPECT</b> <b>ĀKINA IMPROVEMENT</b> <b>RARANGA TE TIRA PARTNERSHIP</b> <b>TAUWHIRO CARE</b></div></div></div></div></div></div>		