

Health New Zealand Te Whatu Ora	POSITION TITLE	Payroll Specialist		
	DIRECTORATE	Corporate	DEPARTMENT	Payroll
	REPORTING TO (operationally)	Payroll Team Leader	REPORTING TO (professionally)	Payroll Team Leader
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the senior payroll functions within Health New Zealand Te Whatu Ora Te Matau a Māui Hawke's Bay No direct reports			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> ▪ A specialist in the processing of pays to ensure all district employees are paid accurately according to legislation, contractual requirements and policy and procedures. ▪ To provide support and training to the more junior members of the team ▪ To recognise and support the delivery of the Te Whatu Ora - Te Matau a Māui Hawke's Bay district vision 			
KEY DELIVERABLES	<p>Processing weekly pay runs</p> <ul style="list-style-type: none"> ▪ Processing of weekly pay runs ▪ Analysis of pay run reports to ensure correct payment of wages to employees ▪ Respond to sensitive issues regarding employees pay ▪ Supporting managers to complete their pay approvals and to ensure they follow correct payroll procedures ▪ Responding to and guiding managers through the management of overpayments <p>Employee data maintenance</p> <ul style="list-style-type: none"> ▪ Specialist in managing complex employee groups ▪ Well NZ & ACC management of employees pays ▪ Electronically file all documentation in a timely manner <p>System maintenance</p> <ul style="list-style-type: none"> ▪ Provide project assistance as required ▪ Ensure your managers have correct security set up in system for Actor Rosters and PAL\$ reports <p>General</p> <ul style="list-style-type: none"> ▪ Work with other senior payroll staff to ensure processes and procedures are current ▪ Interpret Collective & Single Employment Agreements to provide advice on complex payroll issues to HR Advisors ▪ Supply accurate information to authorised external agencies on request and in a timely manner ▪ Provide cover for payroll team members during periods of absence and increased workloads ▪ Management of leave balances including transfers, audits, employee changes and queries ▪ Provide support and training to junior team members acting as a mentor or subject matter expert <p>Rostering/Kiosk support</p> <ul style="list-style-type: none"> ▪ Provide support to members of the team, managers and employees to effectively use payroll systems including Actor Rostering and the employee kiosk ▪ Identify and report any system issues to Payroll Systems Administrators <p>Quality improvement</p> <ul style="list-style-type: none"> ▪ Demonstrates a commitment to customer service through problem solving with employees/managers ▪ Actively seek to identify improvements to processes and procedures ▪ Understanding customer needs and offer ideas for quality improvement ▪ Challenge the status quo and look for best practice 			
HEALTH & SAFETY RESPONSIBILITIES	Health New Zealand Te Whatu Ora Te Matau a Māui Hawke's Bay 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 Communications▪ Finance▪ General Managers▪ Managers▪ Team Leaders▪ All Health New Zealand Te Whatu Ora Te Matau a Māui Hawke's Bay	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
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DELEGATION AND DECISION	N/A
HOURS OF WORK	Full-time Monday to Friday
EMPLOYMENT AGREEMENT & SALARY	PSA Administration Multi Employer Collective Agreement \$74,090 to \$81,864
DATE	August 2023
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> Complexities of various Individual and Collective Agreements

ESSENTIAL CRITERIA

Experience

- Minimum two years' experience in a payroll role
- Knowledge of employment legislation
- Understanding of Holidays Act

Business / Technical Skills

- High level of computer skills
- Excellent numeracy skills
- Ability to problem solve
- High level of communication skills

Key Attributes

- Strong attention to detail and analytical skills
- 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

- N/A

DESIRABLE CRITERIA

Experience

- Experience in a large complex organisation
- Experience with multiple employment agreements and MECAs
- Experience in a healthcare setting



Our Vision and Values

Te hauora o te Matau-a-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.