



Health New Zealand Te Whatu Ora	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 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"> ▪ To provide administration support to the payroll team covering all groups ▪ Follow processes in place to ensure legislation and collective agreements are upheld ▪ 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"> • Knowledge of Payroll Legislation and Collective Bargaining Agreements and policies • Assist with checking of pay run reports • Assist with distribution of pay run reports including deduction schedules • Escalating issues with pay run reports to senior payroll team members <p>Employee data maintenance</p> <ul style="list-style-type: none"> ▪ Ensure documentation received aligns with legislation, collective bargaining and Te Whatu Ora Policies ▪ Escalate non-compliant letters with senior payroll team member ▪ Electronically file documentation in a timely manner ▪ Action deduction requests from staff accurately <p>General</p> <ul style="list-style-type: none"> ▪ Provide portfolio letters upon request for nursing staff ▪ Be proficient in the use of different systems including AMS Leader, PAL\$ and Roster Live Manage payroll enquiries inbox and job logging portal responding to routine requests or queries escalating the more complex ones to payroll officers ▪ Collect and distribute mail from reception ▪ Provide cover for payroll team during periods of absence and increased workloads <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	Health New Zealand Te Whatu Ora 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 Health New Zealand Te Whatu Ora 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	N/A
HOURS OF WORK	Part-time 40 hours per fortnight (0.5 FTE)
EMPLOYMENT AGREEMENT & SALARY	PSA Administration Multi Employer Collective Agreement Band 3 pro rata for hours worked.
DATE	January 2025
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> Some knowledge of policies and legislation to complete administrative tasks
<p>ESSENTIAL CRITERIA</p> <p>Qualification</p> <ul style="list-style-type: none"> High School <p>Experience</p> <ul style="list-style-type: none"> Previous experience in an administration role <p>Business / Technical Skills</p> <ul style="list-style-type: none"> Good level of computer skills Proven communication skills <p>Key Attributes</p> <ul style="list-style-type: none"> 'Can do' attitude Focus on attention to detail Understanding of necessity for confidentiality Willingness to work effectively as part of a team and independently <p>Effectively Engaging with Māori</p> <ul style="list-style-type: none"> 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 <p>Physical Requirements</p> <ul style="list-style-type: none"> N/A 	<p>DESIRABLE CRITERIA</p> <p>Experience N/A</p> <div style="text-align: center;">  <p>Our Vision</p> <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> <p>Our Values</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p>HE KAUANUANU RESPECT</p> <p>Showing <i>respect</i> for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.</p> </div> <div style="width: 45%;"> <p>RARANGA TE TIRA PARTNERSHIP</p> <p>Working together in <i>partnership</i> across the community. This means I will work with you and your whānau on what matters to you.</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="width: 45%;"> <p>ĀKINA IMPROVEMENT</p> <p>Continuous <i>improvement</i> in everything we do. This means that I actively seek to improve my service.</p> </div> <div style="width: 45%;"> <p>TAUWHIRO CARE</p> <p>Delivering high quality <i>care</i> to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.</p> </div> </div> <div style="text-align: center; margin-top: 20px;">  </div> </div>