



Health New Zealand Te Whatu Ora	POSITION TITLE	Payroll Officer – Fixed Term		
	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"> ▪ Processing of pays to ensure all HBDHB employees are paid accurately according to legislation, contractual requirements and policy and procedures. ▪ 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 pay run reports to ensure correctness of payments to employees ▪ Ensure all deduction schedules sent to relevant external parties ▪ Running and analysis of weekly audit report ▪ Respond to and support managers to complete their pay approvals and to ensure they follow correct payroll procedures ▪ Analyses, investigates, and resolves simple payroll queries and discrepancies, escalating the more complex ones to the payroll specialist <p>Employee data maintenance</p> <ul style="list-style-type: none"> ▪ Liaise with managers, recruitment and human resources to ensure documentation received is accurate ▪ Accurately update employee records accordingly, ensuring timelines are met ▪ Electronically file all documentation in a timely manner ▪ Verifying master file changes for other team members <p>General</p> <ul style="list-style-type: none"> ▪ Deal with sensitive questions from employees or managers regarding pay in a discrete, respectful manner ▪ Raise complex issues to Payroll Specialist ▪ Manage multiple demanding queries from managers in a timely manner and effectively prioritise workload ▪ Provide cover for payroll team during periods of absence and increased workloads ▪ Management and distribution of the Recruitment Daily Extended Report to required departments <p>Rostering/Kiosk support</p> <ul style="list-style-type: none"> ▪ Add and remove employees from rosters as required ▪ Identify and escalate any training requirements to systems administrators <p>Quality improvement</p> <ul style="list-style-type: none"> ▪ Actively identify any opportunities to improve processes and procedures to Payroll Specialist or Systems Administrator ▪ 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	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"> ▪ 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 - Te Matau a Māui Hawke's Bay district 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	Full-time Monday to Friday	
EMPLOYMENT AGREEMENT & SALARY	DHB/PSA Administration / Clerical Multi Employer Collective Agreement Band 4	
DATE	January 2025	
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> ▪ Complexities of various Individual and Collective Agreements 	
ESSENTIAL CRITERIA <p>Qualification</p> <ul style="list-style-type: none"> • Level 4 etc <p>Experience</p> <ul style="list-style-type: none"> ▪ Previous experience in either a Payroll, Human Resources, Administration or Information Technology role <p>Business / Technical Skills</p> <ul style="list-style-type: none"> ▪ Good level of computer skills ▪ Sound numeracy skills ▪ High level of communication skills <p>Key Attributes</p> <ul style="list-style-type: none"> ▪ 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 <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 	DESIRABLE CRITERIA <p>Experience</p> <ul style="list-style-type: none"> ▪ Experience in a large complex organisation ▪ Experience with multiple employment agreements and MECAs ▪ Experience in a healthcare setting <div style="text-align: center; margin-top: 20px;">  <p>Our Vision and Values</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> </div> <div style="text-align: center; margin-top: 20px;">  <p>HE KAUANUANU RESPECT Showing <i>respect</i> for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.</p> <p>ĀKINA IMPROVEMENT Continuous <i>improvement</i> in everything we do. This means that I actively seek to improve my service.</p> <p>RARANGA TE TIRA PARTNERSHIP 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> <p>TAUWHIRO CARE 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>	