

<b>Health New Zealand</b> Te Whatu Ora	<b>POSITION TITLE</b>	<b>Transition Officer (Holidays Act)</b>		
	<b>DIRECTORATE</b>	People & Communications	<b>DEPARTMENT</b>	Payroll
	<b>REPORTING TO (operationally)</b>	Transition Lead	<b>REPORTING TO (professionally)</b>	Payroll Manager
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the transition (holidays act) role in Health New Zealand   Te Whatu Ora Te Matau a Māui Hawke's Bay Staff reporting - No direct line reports			
<b>PURPOSE OF THE POSITION</b>	Reporting to, and under the guidance of the Transition Lead and Payroll Manager, the primary purpose of this role is to provide oversight and support to the payroll teams to ensure ongoing compliance with the Holidays Act and the MoU signed by the Health Districts, MBIE and Unions in 2019 is maintained, by : <ul style="list-style-type: none"> <li>Ensuring compliant configuration is maintained in the payroll systems,</li> <li>Conducting audit checks to ensure that correct data is being recorded and correct payments are being made to employees,</li> <li>Providing support with analysis and calculations required for ongoing Holidays Act Remediation Payments.</li> </ul>			
<b>KEY DELIVERABLES</b>	<p><b><i>System Configuration</i></b></p> <ul style="list-style-type: none"> <li>Review any new configuration changes and testing outputs (this is part of the new system governance process)</li> </ul> <p><b><i>Data Integrity</i></b></p> <p>Under the guidance of the Transition Lead:</p> <ul style="list-style-type: none"> <li>Ensure data entered is accurate, timely and relevant.</li> <li>Ensure all employee communications, records and information are maintained with the highest levels of privacy, integrity and completeness.</li> <li>Ensure all information is captured consistently and accurately as per the guidelines provided.</li> <li>Ensure that there have been no data entry errors by overseeing the running of reports every pay run to confirm this.</li> <li>Develop and run reports to ensure employee data is of a high quality and complete, i.e. date of birth, gender, ethnicity, location etc.</li> <li>Manages workload/flow, recognises and addresses barriers, and takes account of changing priorities.</li> </ul> <p><b><i>Implementation / Remediation</i></b></p> <ul style="list-style-type: none"> <li>Run the GAP test and liaise with HR teams on those which do not comply. Monitor that these employees are transitioned to annual leave accruing.</li> <li>Run all of the termination calculations.</li> <li>Implement all of the MECA configurations.</li> <li>Extract the data for the Grant Thornton files and send and upload these into the Leader system.</li> <li>Develop and maintain proactive and constructive relationships with the project team and remediation vendor.</li> <li>Identify and recommend opportunities to simplify processes</li> <li>Take ownership for your own professional development with the support of your manager, enabling ongoing strengthening of capability, contribution to the service and job satisfaction.</li> <li>Ensure resources are used effectively and that service priorities are met.</li> <li>Identify and communicate opportunities for continuous improvement, bringing forward ideas for solutions.</li> <li>Improve access to high quality data and ensure this is easy to understand.</li> <li>Use digital solutions that support paper-lite core clinical information systems and integrated care.</li> <li>Support digital tools that foster organisational effectiveness.</li> <li>Create accurate and appropriate records to support and provide evidence of business activities.</li> </ul>			

	<ul style="list-style-type: none"> <li>Ensures key stakeholders are kept informed with changes to agreed parameters, with rationale as appropriate and provides realistic alternatives</li> <li>Regularly file records to ensure that corporate information is secure, unchanged and not removed until its compliant disposal date.</li> <li>Ensure compliance with all relevant statutory, safety and regulatory requirements as applicable.</li> <li>Understand and operate within the financial and operational delegations of your role, ensuring peers and team members are also similarly aware.</li> <li>Demonstrate performance improvement and efficiency.</li> <li>Support the implementation of agreed continuous improvement initiatives, monitors quality and devises systems to support continuous improvement.</li> </ul>				
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>Te Whatu Ora, Te Matau a Māui Hawke’s Bay, is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <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> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>				
<b>KEY WORKING RELATIONSHIPS</b>	<table border="1"> <thead> <tr> <th><b>INTERNAL</b></th> <th><b>EXTERNAL</b></th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Transition Lead</li> <li>Payroll Manager</li> <li>Subject matter experts</li> <li>Health Service Managers and teams across Te Whatu Ora, Te Matau a Māui services and specialist community and regional services</li> <li>HR, Payroll and Finance colleagues</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Regional and/or National Managers</li> <li>Other Districts</li> <li>AMS</li> </ul> </td> </tr> </tbody> </table>	<b>INTERNAL</b>	<b>EXTERNAL</b>	<ul style="list-style-type: none"> <li>Transition Lead</li> <li>Payroll Manager</li> <li>Subject matter experts</li> <li>Health Service Managers and teams across Te Whatu Ora, Te Matau a Māui services and specialist community and regional services</li> <li>HR, Payroll and Finance colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Regional and/or National Managers</li> <li>Other Districts</li> <li>AMS</li> </ul>
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<b>DELEGATION AND DECISION</b>	<p>Works autonomously with a degree of independence, escalating matters to the Transition Lead as appropriate (e.g. managers/employees seeking exceptions to policy that is outside of their authorisation, non-compliance with regulation, stakeholder or employee issues that carry a reputational risk, IT system error or vulnerability, abusive or unacceptance behaviour)</p> <p>Maintains relationships with Holidays Act Remediation Team.</p>				
<b>HOURS OF WORK</b>	80 per fortnight				
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	As per the Individual Employment Agreement (IEA) negotiated with the appointee. Grade 16				
<b>DATE</b>	January 2025				
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>No delegated financial authority</li> </ul>				
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>Effectively managing own time and prioritising workload to ensure work is completed within the agreed timeframes.</li> </ul>				

## ESSENTIAL CRITERIA

### Experience

- A minimum of 3 years payroll experience
- Previous Holidays Act Remediation and Rectification experience, with a sound understanding of the Holidays Act
- Payroll experience in the health sector

### Business / Technical Skills

- Experience/Knowledge of the Leader payroll system
- Ability to use office software to create, format and edit forms.
- Ability to generate and maintain relevant database records and information.
- Microsoft Office (including email, word and excel)

### Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus and demonstrates the ability to provide explanation and/or options to resolve difficult or confrontational situations
- A commitment to biculturalism
- Proven ability as a team player
- Excellent attention to detail
- Ability to organise and prioritise own workload and work to deadlines
- Conscientious

### 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 for role:

This is predominantly a desk-bound role. There may be a requirement for walking between areas.

### Vaccination status for role:

- Vaccinations as per the current employee immunisation policy including annual influenza vaccination

## DESIRABLE CRITERIA

### Experience

- Experience working with DHB related MECAs, SECAs and IEA's
- Payroll system script writing and testing experience
- Knowledge of the political, legislative or other external influences affecting the health sector

### Business / Technical Skills

- Knowledge of rostering and time and attendance systems
- A sound knowledge of documenting processes



## 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.