

Health New Zealand Te Whatu Ora	POSITION TITLE	Payroll Systems Specialist – Fixed Term		
	DIRECTORATE	Corporate	DEPARTMENT	Payroll
	REPORTING TO (operationally)	Transition Lead	REPORTING TO (professionally)	Transition Lead
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the payroll functions within Te Whatu Ora - Te Matau a Māui Hawke’s Bay district No direct reports			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> Works independently to respond to complex payroll issues by interpreting Collective Agreements and Te Whatu Ora Policies to advise staff and managers of sensitive payroll matters and system training. Ensure ongoing maintenance and improvement of the payroll system to ensure efficiency of payroll processing. Maintains security access to Payroll applications and ensures data integrity and contract compliance are maintained at all times. To recognise and support the delivery of the Te Whatu Ora - Te Matau a Māui Hawke’s Bay district vision 			
KEY DELIVERABLES	<p><i>Management of and training for, AMS Products</i></p> <ul style="list-style-type: none"> Provides a senior level of technical and functional support and advice for payroll applications. Act as a subject matter expert for all payroll applications. Ensure robust change management processes are followed during the implementation of any new or enhanced system functionality Ensure time and attendance system is accurate and effective, according to payroll legislation and individual and collective employment agreements. Design, develop and maintain training materials and provide training and support to all users of Payroll applications Train managers and employees throughout the organisation to use AMS - Leader PAL\$ and Actor Test, Sign off and Implement system upgrades from AMS. Provide helpdesk support to managers & employees to effectively use rostering and Pal\$ systems. Ensure Leader, Actor Rosters and Pal\$ system users have correct access Be the Payroll lead for implementation of contractual changes requiring knowledge of Collective Agreements Liase with system vendor for issue resolution Ensure payroll system is compliant with the Holidays Act 2003 <p><i>General</i></p> <ul style="list-style-type: none"> Work with senior payroll staff to ensure processes and procedures are current Provide cover for payroll team during periods of absence and increased workloads PAYE filing PAYDAY filing & reconciliation <p><i>Quality improvement</i></p> <ul style="list-style-type: none"> Actively seek to improve processes through AMS Leader & PAL\$ reporting 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">▪ AMS System vendors▪ 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	Fixed Term 12 months, Full-time Monday to Friday	
EMPLOYMENT AGREEMENT & SALARY	In accordance with the LNI Te Whatu Ora - ` Hawke’s Bay/PSA Administration / Clerical Multi / Single Employer Collective Agreement (MECA / SECA) Band 4 according to qualifications and experience pro rata for hours worked	
DATE	February 2025	
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A	
SCOPE & COMPLEXITY	<ul style="list-style-type: none">▪ Complexities of various Individual and Collective Agreements	

ESSENTIAL CRITERIA

Qualifications

- Level 4 business paper etc

Experience

- 2 years proven experience in either a Payroll or Information Technology role

Business / Technical Skills

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

Key Attributes

- Strong attention to detail
- Analytical thinker
- 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
- Experience in a healthcare setting
- Knowledge of employment legislation and the Holidays Act



Our Vision

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.

Our Values

HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

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.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.



HE KAUANUANU RESPECT
ĀKINA IMPROVEMENT
RARANGATETIRA PARTNERSHIP
TAUWHIRO CARE