

Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

Title	Payroll Configuration Specialist		
Reports to	Payroll Manager		
Location	32 Oxford Terrace, Otautahi Christchurch		
Department	People and Culture		
Direct Reports	0	Total FTE	1.0
Budget Size	Opex	0	Capex
Delegated Authority	HR	0	Finance
Date	TBC		
Job band (indicative)	IEA		

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

The primary purpose of the role is to:

To provide assurance over changes made to the configuration of the payroll system in terms of the Holidays Act, Tax and any other legislative requirements. This role is also responsible for ensuring the Systems team are following robust processes when changes are made to the configuration through testing and quality assurance and document validation. This role will also advise on changes to processes for the payroll and wider P&C team (where required) as a result of any changes.

Key Result Area	Expected Outcomes / Performance Indicators
Process and System Improvements	<ul style="list-style-type: none"> • Identifying processes that could be automated • Be a Subject matter expert for complex system and data issues • Identify opportunities for implementing automation where possible • Liaise with system vendors to resolve issues and ensure continuous improvement • Ensure processes and systems “make it easier to work here”
Training	<ul style="list-style-type: none"> • Regular reviews of the payroll manual and ensure training of the HR Services team in the correct practices and protocols • Working through high-risk queries ensuring all parties understand the outcome

	<ul style="list-style-type: none"> • Reconciliations for Holidays Act 2003 Compliance, being able to train the payroll team and take employees and managers through any outcomes. • Actively look for opportunities to up skill Payroll team on their role in ensuring payments are correct and timely
Projects	<ul style="list-style-type: none"> • Be a subject matter expert on projects related to payroll or where payroll data is being used
Risk and compliance management	<ul style="list-style-type: none"> • Ensure checks and balances are in place and regularly completed to detect fraud or areas of risk • Reporting created and verified for use each pay to ensure checks are completed for accuracy of payments • Ensuring system changes are compliant with the Acts associated with payroll • Ensuring any changes are tested and meet expected outcomes
Data Integrity/Testing	<ul style="list-style-type: none"> • Ensure that data within PSe and leader is accurate and is able to be reported on. • Be part of the team who implements and oversees any PSe/leader and WFD configuration changes which includes testing of any changes • Monitor regular exception reporting and address any data anomalies with the team.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
Equity	<ul style="list-style-type: none"> • Commits to helping all people achieve equitable health outcomes. • Demonstrates awareness of colonisation and power relationships. • Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
Innovation & Improvement	<ul style="list-style-type: none"> • Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Models an agile approach –tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
Collaboration and	<ul style="list-style-type: none"> • Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to

Relationship Management	<p>get in the way of doing our best and collegially supports others to do the same.</p> <ul style="list-style-type: none"> • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.
Health & safety	<ul style="list-style-type: none"> • Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to the Payroll Manager

- Non-compliance with legislation or CDHB/WCDHB policy that may impact on patient or employee health and safety
- Issues which impact on groups of employees
- Stakeholder and employee issues that carry a reputational risk for CDHB/WCDHB
- IT system error or vulnerability that indicates potential for system issues
- Abusive or unacceptable behaviour from customers or others

Relationships

External	Internal
<ul style="list-style-type: none"> • IRD • MOJ • AMS • PSe • UKG • WellNZ 	<ul style="list-style-type: none"> • Payroll Manager • Systems, Compliance and Customer team • Payroll Accounting Team • HR Reporting and Analytics Team • AskHR Team • HR Managers and business partners • Remuneration Team • IE/ER practice lead • Recruitment Team • Managers

- Employees

About you – to succeed in this role

You will have

Essential:

- A relevant graduate and post-graduate qualification, in IT or similar.
- Experience in implementing Te Tiriti o Waitangi in action.
- Sound understanding of all current pieces of legislation relating to payroll, including but not limited to, Holidays Act 2003, Wages protection Act, Parental Leave Act, Kiwisaver Act
- 5+ years payroll experience in a large complex payroll environment
- Sound Microsoft office knowledge relating but not limited to Word, Excel, Powerpoint.

Desired:

- AMS – Leader leave manager experience
- PSe
- UKG – Workforce Dimensions experience

You will be able to

Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

Desired:

- Manually reconcile any time or leave payments

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.