

Position Description | Te whakaturanga o mahi

Health New Zealand | Te Whatu Ora

Title	Rostering 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 TRUE		

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:

This role sits within the People and Culture teams with the responsibility for the administration and implementation of the award interpreter and pay rules (Tambra) our rostering system. On the job training in the system will be given for this role.

This system is an important part of the organisation as Rostering ensures our employees are aware of where they are to be and when they need to be there. In addition, outputs from the system as interpreted by the pay rules informs on their pay. Health is a regulated environment with more than 50 collective agreement variations and interpretations of these is paramount for correct employee payments.

The primary purpose of the role is to:

- Ensure the pay rule setup, system integrity and data integrity supports the provision of a timely and accurate service
- Interpret the Holidays Act and MECA's and SECA's to a technical implementation
- Assist the Workforce team and CDHB/WCDHB Holidays Act team to ensure that the solution is ultimately configured to meet these needs
- Develop a working knowledge of inter-related systems e.g. end to end processes
- Maintain proactive and constructive relationships with internal customers, the workforce team, payroll team, other Health Districts and the vendor
- Ensure that configuration of pay rules does not impact on the existing Canterbury and West Coast and Te Whatu Ora rules.

Key Result Area	Expected Outcomes / Performance Indicators
Teamwork	<ul style="list-style-type: none"> • Supports the Workforce, HR Systems, CDHB/WCDHB Hols Act & Payroll teams • Liaison with stakeholder on a regular basis to resolve issues as they arise.
Operational Support	<ul style="list-style-type: none"> • Build requirements as specified by the Hols Act team, Employment Collective team, prioritise, use rigorous test methodologies, seek sign-off for pay policies and update when required • Support changes post go-live • Follow up of issues and resolve • Utilise broad knowledge of how Health sector teams operate in their day-to-day work and ensure decisions are made accordingly • Keep abreast of system updates released by the vendor
Training & Support	<ul style="list-style-type: none"> • Be a point of contact for queries and provide direction, guidance or training to system users. • Where applicable, provide reliable system support guidance or training to system users such as AskHR and Payroll. • Build customer capability & provide insights to minimise system queries. • Be 2nd tier support for Workforce team, Hols Act team and Ask HR. • Attend educational opportunities relevant to this role.
Customer Service	<ul style="list-style-type: none"> • Ensure employees and teams experience a professional and timely service • Information for all staff is handled in accordance with the provision of the Privacy Act.
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 Relationship Management	<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 get in the way of doing our best and collegially supports others to do the same. • 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 • AMS • PSe • Tambla • 	<ul style="list-style-type: none"> • Payroll Manager • Systems, Compliance and Customer team • Payroll 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:

- Highly competent use of MS Office, especially Excel, PowerPoint
- Experience in implementing Te Tiriti o Waitangi in action.
- A good level of technical expertise as that pertains to this role
- Have a sound test and process experience
- Solid mathematical competency with a technical enquiring mindset
- Good working knowledge of Holidays Act 2003, payroll experience and technical rules experience with a rostering solution

Desired:

- A tertiary qualification and /or more than 5 years of experience in this field or payroll field
- Experience with MicRoster or similar rostering product

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.