

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

Title	Organisational Structure Specialist		
Role ID			
Reports to	Payroll Support Lead		
Location	[All Health New Zealand Locations- work from where you are or Specific location]		
Business Unit	Tier 7 Level, National People Operations		
Department	People & Culture		
Direct Reports	0	Indirect Reports	0
Budget Size	Opex	Capex	
	[\$ Value]	[\$ Value]	
Delegated Authority	HR	Finance	
Date	14 April 2025		
Job band			

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:

Ensure that the organisational structure within the payroll system is maintained and that all approvals have been sought to add, change or remove a position and ensure that workflows and reporting reflect the current reporting lines, financial criteria and status of filled and vacant roles.

Key Result Area	Expected Outcomes / Performance Indicators
	<ul style="list-style-type: none"> • Ensures the correct approvals have been sought before adding, changing or removing positions within the system.
	<ul style="list-style-type: none"> • Ensures that annually the FTE, salary bands are updated by position to reflect the updated values
	<ul style="list-style-type: none"> • Works with HR Business Partners where restructuring is occurring
	<ul style="list-style-type: none"> • Undertakes regular monitoring of information within the structures to ensure accuracy of the data
	<ul style="list-style-type: none"> • Works with the rostering team to ensure the structures are aligned
ti 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.
	<ul style="list-style-type: none"> •
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 Group Manager Payroll

- Any issue that may cause reputational damage to Health NZ
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- Any incident where a team members integrity may be questioned
- Any issue that cannot be resolved in a timely manner
- Any issue that requires legal advice

Relationships

External	Internal
<ul style="list-style-type: none"> Vendors 	<ul style="list-style-type: none"> HR Business Partners Rostering team Payroll team

About you – to succeed in this role

You will have

Essential:

- 3-5 years experience in senior administration roles or position management within a payroll system
- Experience with managing stakeholders and setting expectations
- Experience with implementing large change successfully in a complex payroll environment
- Has good attention to detail

Desired:

- A relevant graduate or post graduate qualification
- Experience with uploading bulk data into a position management system
- Continuous improvement 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.
- Maximise the quality and contributions of individuals and teams to achieve the organisation’s vision, purpose and goals.
- With the support of Health New Zealand | Te Whatu Ora, you will proactively take care of your own health and safety, to ensure a safe and supportive work environment.
- 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:

- Demonstrate a continuous improvement mindset

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.

SELECTION CRITERIA

Critical knowledge, skills and attributes, including specific cultural and/or language requirements

- 3-5 years experience in senior administration roles or position management within a payroll system
- Experience with managing stakeholders and setting expectations
- Experience with implementing large change successfully in a complex payroll environment
- Has good attention to detail

Essential qualifications, certifications and/or professional registrations required

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