

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

Title	Specialist – Collective Agreement Implementations		
Reports to	Lead - Collective Agreement Implementations		
Location	Waitaha District, Christchurch		
Department	People and Culture (P&C)		
Direct Reports	0	Total FTE	1.0
Budget Size	Opex	0	Capex
Delegated Authority	HR	0	Finance
Date	17 th November 2025		
Job band (indicative)	TRUE IEA BAND 16		

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

Payment of our health kaimahi is underpinned by many employment agreements which are regularly reviewed resulting in revised terms and conditions. Keeping pay systems aligned with these changes is complex, involves multiple stakeholders and requires detailed planning, monitoring, and post-implementation reviews to ensure success. The Specialist - Collective Agreement Implementations is a key contributor and support for this mahi.

Specifically, the role is responsible for supporting and/or executing implementation activity including:

- Contributing to and coordinating planning.
- Being a point of contact for internal and external stakeholders.
- Preparing required data sets.
- Establishing and updating employee entitlements including keying rate changes.
- Working with unions to establish accurate membership records.
- Co-ordinating union lists and the opt out and ballot processes.
- Producing employee letters and other correspondence including mail merge and templates.
- Calculating arrears and lump sums – both for individual and bulk payment situations.
- Helping to translate new collective agreement requirements into system configuration requirements - understanding the impacts on the payroll and rostering systems.
- Coordinating and implementing derived IEA offers.
- Monitoring and processing employee responses to ensure accurate payroll data.
- Feeding into frequently asked questions and other employee-facing information.

- Collaborating with other Districts to support implementation activity, including providing payroll/employee data to other Districts and national leads.
- Maintaining a constant focus on both legislative and collective agreement compliance.
- Performing scheduled monitoring exercises to ensure pay related information aligns to entitlements. Helping to ensure related processes are robust, sustainable, and accurate.
- Contributing to post implementation reviews.
- Working with other teams to execute seamless and customer-centric implementations.
- Contributing to training, project and other related activity as identified by the Collective Agreement Implementations Lead.

Key Result Area	Expected Outcomes / Performance Indicators
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"> • 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 followed. • 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.

Relationships

External	Internal
<ul style="list-style-type: none"> • Union representatives • Industrial Relations kapa • Payroll kapa from other Districts • Former employees 	<ul style="list-style-type: none"> • HR Shared Services leadership kapa • HR Advisors & HR Business Partners • Data Analytics kapa • Data & Digital kapa • Finance kapa • Operational managers • Employees kaimahi • Union delegates

About you – to succeed in this role

You will have

Essential:

- Expert knowledge of pay-related process and practice at Waitaha and Te Tai o Poutini Districts.
- Sound knowledge of related employment agreement terms and conditions.
- Proficient user of PSe and/or MicRoster.
- Sound understanding of New Zealand's Holidays Act 2003, Parental Leave Act, Kiwisaver Act and Wages Protection Act.
- Microsoft Office suite skills, including MS Word, Excel and PowerPoint and a willingness to further upskill where necessary.
- Strong stakeholder engagement and sound written and oral communication skills.
- Strong attention to detail, problem solving and critical thinking.
- Experience in implementing Te Tiriti o Waitangi in action.

Desired:

- Experience with SQL database queries or an aptitude and willingness to develop the everyday essential SQL skills that contribute to the role.

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.
- Work both independently and collaboratively.
- Work well under pressure and to deadlines.

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.