

Position Description

Position	Payroll Specialist
Team / Service	Corporate Finance
Directorate	Finance, Facilities & Business Services (FFABS)
District	Capital, Coast and Hutt Valley
Responsible to	Team Leader, Payroll
Children's Act 2014	This position is not children's worker, requiring a safety check with Ministry of Justice vetting before commencing
Location	This position is expected to work from multiple locations across the district

Te Whatu Ora

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

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

Mana whakahaere Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

Mana motuhake Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

Mana tāngata Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

[TeWhatuOra.govt.nz](https://www.TeWhatuOra.govt.nz)

Capital, Coast | Private Bag 7902, Newtown, Wellington 6342 | 04 385 5999 Hutt Valley | Private Bag 31907, Lower Hutt 5010 | 04 566 6999

Te Kāwanatanga o Aotearoa
New Zealand Government

Mana Māori Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Team/Service Perspective

The District Corporate Finance is accountable for the following:

- the financial control environment and external financial reporting of the district, the Oracle financial systems across the Capital, Coast and Hutt Valley District and managing the annual budgeting and expenditure processes and implementation processes
- management of the Capital, Coast and Hutt Valley District budget tools and coordination of the budget process
- management of payroll services

- managing the annual capital planning, and implementation processes and leading implementation of asset management improvements

HRMIS/Payroll framework is to manage all payroll processes along with related accounting and administrative operations, in order to guarantee proper application to the Executive Leadership Team decisions and all organisational policy and statutory legislation.

- We are to deliver value to our clients and stakeholders
- We do what we say and own what we do
- We support our colleagues and behave in goodwill towards others
- We use resources wisely to create better value
- Working with others from the start is critical to our success
- We are open to debate and testing our ideas
- We take pride in the Capital, Coast and Hutt Valley District and the work we do

Purpose of the role

The purpose of the role is to receive and process a wide range of requests relating to paying Capital, Coast District staff accurately and on time. The requests vary in complexity from basic data entry into the payroll system, to checking complex leave queries. The role covers all aspects of pay processing for a defined customer group. It requires the specialist to proactively develop and maintain relationships with the customer groups (senior and junior managers). Note: this role is part of a self-managed team of Payroll Specialists. Each team provides a one and done service to a defined customer group.

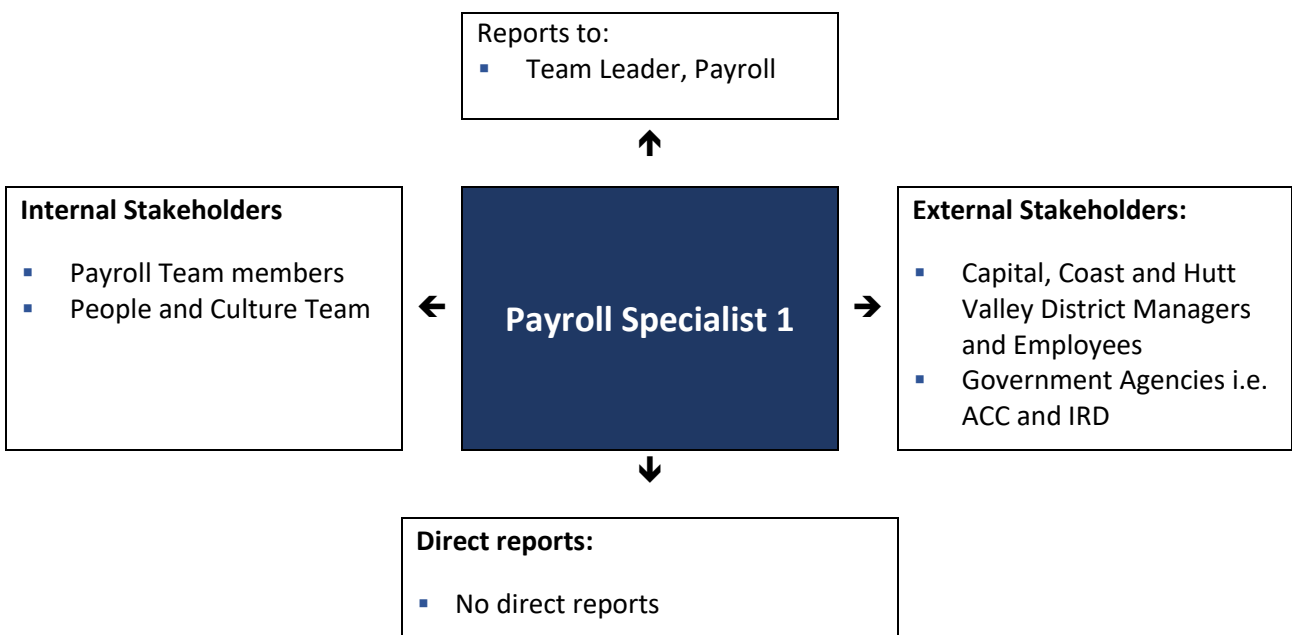
Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Pay Processing	<ul style="list-style-type: none"> ▪ Accurate and timely processing of all matters relating to paying a defined group of staff on time and in-full.
2. Technical support to managers regarding staff pay	<ul style="list-style-type: none"> ▪ Under the supervision of Payroll Services team lead and/or Payroll Specialist, provide technical support and guidance to managers and staff regarding pay, including: time recording, leave entitlement, MECA rules and interpretation, allowances and delegated authorities.
3. Process Improvement	<ul style="list-style-type: none"> ▪ Partake in payroll improvement activities using the application of Plan Do Check Act approach to improve pay processing team KPI's.
4. Customer Engagement	<ul style="list-style-type: none"> ▪ Respond to service requests from managers and shift co-ordinators.
5. Process Documentation	<ul style="list-style-type: none"> ▪ Level 1 payroll specialists use Standard Operating Procedures to guide their work
6. Training and Mentoring	<ul style="list-style-type: none"> ▪ To new starts at level 1 in areas where the person in the role has the required skill level.

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> Top of band would be at level 3^ for at least 6 of the tasks/procedures on the payroll skills matrix
7. Health and Safety	<ul style="list-style-type: none"> Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. Maintain a proactive culture of Health & Safety supported by systems. Ensure providers are aware of and have processes to comply with their health and safety responsibilities

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Customer Focus	<ul style="list-style-type: none"> Is dedicated to meeting the expectations and requirements of internal and external customers

Competency	Behaviours
	<ul style="list-style-type: none"> Gets first-hand customer information and uses it for improvements in products and services Acts with customers in mind Establishes and maintains effective relationships with customers and gains their trust and respect
Managing and Measuring Work	<ul style="list-style-type: none"> Clearly assigns responsibility for tasks and decisions Sets clear objectives and measures Monitors process, progress, and results Designs feedback loops into work
Drive for Results	<ul style="list-style-type: none"> Can be counted on to exceed goals successfully Is constantly and consistently one of the top performers Very bottom-lined oriented Steadfastly pushes self and others for results
Informing	<ul style="list-style-type: none"> Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation. Provides individuals information so that they can make accurate decisions. Is timely with information
Interpersonal savvy	<ul style="list-style-type: none"> Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation Builds appropriate rapport Builds constructive and effective relationships Uses diplomacy and tact Can diffuse even high-tension situations comfortably
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Understands Te Tiriti o Waitangi within the context of health service provision Leads others to understand the Capital, Coast and Hutt Valley District Treaty of Waitangi policy and its application to District work and services. Encourages meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels. Challenges current processes and thinking, leading the development of new thinking that will deliver equitable outcomes with Māori enjoying and achieving health outcomes as Māori.

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- This is an entry level position and does not require specific knowledge or experience in Payroll
- Strong numeracy combine with strong written and verbal communication skills
- Knowledge of Microsoft office word and excel

B. Essential Attributes:

- Ability to take ownership, accountability and responsibility for the role
- Ability to multitask and work in a fast-paced environment
- Demonstrates an eye for detail, accuracy, and problem solving

- Team player, fosters open dialogue, creates a feeling of belonging in the team

C. Someone well-suited to the role will place a high value on the following:

- Being highly professional in their conduct
- Taking ownership and responsibility for own work and actions

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.