

Position Description

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| Position | Payroll Systems Support Analyst |
| Team / Service | National People Services Team |
| Directorate | People and Communications |
| District | Capital, Coast & Hutt Valley and Wairarapa Districts |
| Responsible to | Manager Payroll Services |
| 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 Te Whatu Ora located in Queens Drive Lower Hutt |

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:

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| 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. |

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.

Payroll Team Perspective

The Payroll Hutt Valley team is located at Te Whatu Ora Queens Drive Lower Hutt, we are part of People and Communications. We provide payroll services for both Hutt Valley and Wairarapa Hospitals. We process pays for approximately 2400 employees at Hutt Valley and 650 employees at Wairarapa. Key service and functional relationships are with management and their employees and are supported in conjunction with Finance, Human Resources and Information Services.

Payroll Services are primarily responsible for ensuring the delivery of accurate and timely payment of salary and wages to employees of both Hutt Valley District Health Board and Wairarapa District Health Board. We

manage and facilitate the capture of all employment related data and provide analytical and statutory reporting for the organization

Purpose of the role

Maintain and update Payroll data as required ensure validity and accuracy of system output from our Payroll system. Respond accurately, promptly and courteously to Payroll customer enquiries and requests assigned. Maintain and update Payroll processing documentation.

Apply systems knowledge to provide assistance to the Systems Administrator with testing of system upgrades and enhancements.

Provide accurate, timely, and relevant routine reporting and analytical information to key customers (Human Resources, Finance, Service and Corporate Management)

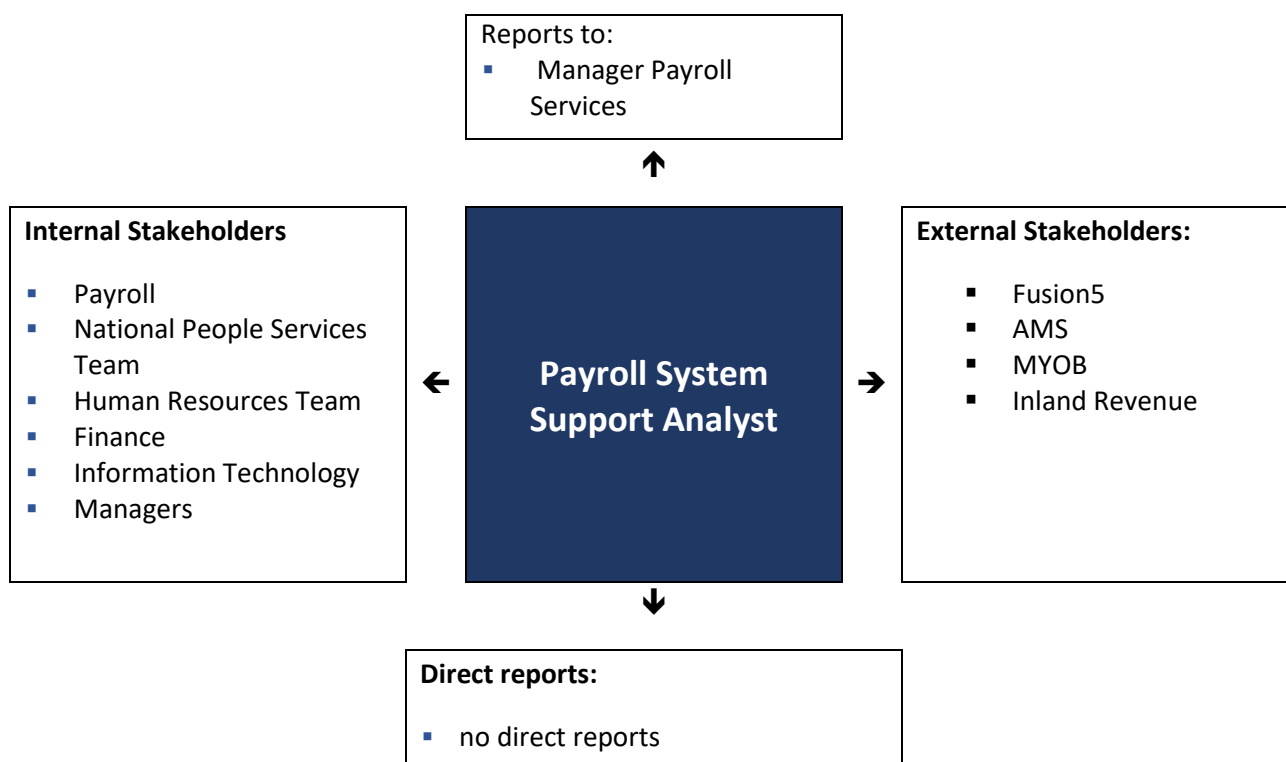
Key Accountabilities

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 |
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| 1. System Development and Enhancement | <ul style="list-style-type: none">▪ Develop and maintain system technical expertise with a view to gain a good understanding of the HRMIS database structure, tables, processing routines and internal system functionality with a view to improve business processes▪ Support future enhancements of the HRMIS system |
| 2. System Maintenance | <ul style="list-style-type: none">▪ Assist with maintaining data integrity within the system▪ Comply with all change control procedures▪ Assist with testing of system upgrades |
| 3. Internal and External Reporting | <ul style="list-style-type: none">▪ Processing and maintaining established periodic reporting▪ Develop and maintain competencies to manage the use of reporting application tools▪ Determine and analyse all report requests and define the data extraction procedure to provide management information from the HRMIS system▪ Build reports and queries required or specify them for the System Administrator to develop |
| 4. Communication | <ul style="list-style-type: none">▪ Develop and maintain good working relationships with HR, Finance and Service Managers▪ Provide precise and clear documentation to the end user of any system enhancements▪ Handle sensitive and confidential information with integrity |

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| 5. Te Tiriti o Waitangi | <ul style="list-style-type: none"> Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance Cultural competence is grown across the team, supporting inclusion and partnership. |
| 6. Health & 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 |
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| Problem Solving | <ul style="list-style-type: none"> ▪ Able to make sense of a wide range of information ▪ Is logical when thinking through issues ▪ Uses common sense and past experiences to identify and solve problems. Learns from experience ▪ Avoids jumping to conclusions - checks the facts before making a decision ▪ Able to escalate issues in a timely and appropriate manner |
| Decision Quality | <ul style="list-style-type: none"> ▪ Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement ▪ Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time ▪ Sought out by others for advice and solutions |
| Customer Focus | <ul style="list-style-type: none"> ▪ Is dedicated to meeting the expectations and requirements of internal and external customers ▪ Gets first-hand customer information and uses it for improvements in services ▪ Acts with customers in mind ▪ Establishes and maintains effective relationships with customers and gains their trust and respect |
| Communication | <ul style="list-style-type: none"> ▪ Is dedicated to meeting the expectations and requirements of internal and external customers ▪ Gets first-hand customer information and uses it for improvements in services ▪ Acts with customers in mind ▪ Establishes and maintains effective relationships with customers and gains their trust and respect |
| 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-line oriented ▪ Steadfastly pushes self and others for results |
| Strategic Agility | <ul style="list-style-type: none"> ▪ Sees ahead clearly ▪ Can anticipate future consequences and trends accurately ▪ Has broad knowledge and perspective ▪ Is future oriented ▪ Can articulately paint credible pictures and visions of possibilities and likelihoods ▪ Can create competitive and breakthrough strategies and plans |
| Integrity and Trust | <ul style="list-style-type: none"> ▪ Is widely trusted ▪ Is seen as a direct, truthful individual ▪ Can present the unvarnished truth in an appropriate and helpful manner ▪ Keeps confidences ▪ Admits mistakes ▪ Does not misrepresent him/herself for personal gain |
| Dealing with Ambiguity | <ul style="list-style-type: none"> ▪ Can effectively cope with change ▪ Can shift gears comfortably ▪ Can decide and act without having the total picture ▪ Is not upset when things are up in the air ▪ Does not have to finish things before moving on ▪ Can comfortably handle risk and uncertainty |

| Competency | Behaviours |
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| Innovation Management | <ul style="list-style-type: none"> Is good at bringing the creative ideas of others to fruition Has good judgement about which creative ideas and suggestions will work Has a sense about managing the creative processes of others Can facilitate effective brainstorming Can project how potential ideas may play out in practice |
| Interpersonal Savvy | <ul style="list-style-type: none"> Relates well to all kinds of people – up, down, and sideways, inside and outside the organization Builds appropriate rapport Builds constructive and effective relationships Uses diplomacy and tact Can diffuse even high-tension situations comfortably |

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Familiarity and understanding of HRMIS systems and software in general
- Good level of expertise in Word and advanced level knowledge of Excel required
- Minimum of 3 years Payroll experience within a large multi collective organisation
- Good understanding of Payroll end to end process
- Ability to understand and interpret Employment legislation and Multi Collective employment agreements
- Demonstrated expertise in data analysis and reporting
- Able to diagnose and fix problems with the specific application
- Able to prioritise work load
- Excellent communication skills

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

- Building and developing knowledge
- Promoting and supporting business values and policies
- Attention to detail with focus on audit and security of employee records

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.