

POSITION DESCRIPTION

POSITION: Payroll Manager

RESPONSIBLE TO: Payroll Manager - AMS

DIRECT REPORTS: Nelson Marlborough Payroll and Application Administration teams

Health New Zealand | Te Whatu Ora Nelson Marlborough

Our vision | Tō tātou manako: All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākongā, me ngā mahi ki tēnei hāpori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaupupuni hauora katoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE OF POSITION

Provide leadership and effective day to day operational management to the Health NZ Nelson Marlborough Payroll Team.

RESPONSIBILITIES	EXPECTED OUTCOMES
Develop and implement robust processes and controls that ensure the accuracy and timeliness of payments to employees and 3 rd parties	<ul style="list-style-type: none"> ▪ Errors are significantly reduced through robust checking and controls. ▪ Payroll timetables are maintained and understood to ensure payments are made on time. • Timely communications to managers and employees enable information to be managed effectively during periods of change.
Ensure that new CEAs and IEAs are implemented accurately and timely	<ul style="list-style-type: none"> • CEAs and IEAs are implemented within agreed timeframes, employees are on the correct pay scales and leave rules.
Monitor the integrity of the payroll data to ensure that information being reported on is accurate	<ul style="list-style-type: none"> ▪ Information deployed through reporting or other systems is regularly monitored for accuracy.
Work with other HR Services Managers to create an exceptional customer experience through our processes and interactions	<ul style="list-style-type: none"> ▪ We have delivered on our commitment of 'making it easier to work here'. ▪ Feedback indicates timely responses and a high level of knowledge from our specialist areas. • Feedback indicates a high level of customer service.
ACTOR and Leader are compliant with the Holidays Act and CEA's	<ul style="list-style-type: none"> ▪ Audits indicate compliance with the Holidays Act 2003. ▪ Employees are paid according to the terms of their IEA or CEA. ▪ Manual manipulation of data is minimised within Leader and ACTOR. ▪ ACTOR and Leader interface seamlessly. • Managers and employees are able to easily utilise the systems needed to generate pays.
Team Development	<ul style="list-style-type: none"> ▪ Build sustainable capability in the payroll team to enable delivery against the People Strategy. • The team has a customer service culture.
Audits, projects and system changes	<ul style="list-style-type: none"> • Oversees audits, systems changes and payroll projects, ensuring the team works closely with other members of HR and the business to ensure a successful outcome.
Builds key relationships	<ul style="list-style-type: none"> • Build relationships with payroll owners at other Health NZ districts and represents Health NZ Nelson Marlborough in applicable working groups.
Professional Development	<ul style="list-style-type: none"> • Participate in annual performance review process including review of performance goals and identification of areas for professional development.

Quality Improvement	<ul style="list-style-type: none"> • Pro-actively participate in quality improvement processes in your area of work. • Support our teams to, at all times, provide a high quality, customer oriented and focused service, which follows evidence based practice.
General	<ul style="list-style-type: none"> • Other duties as negotiated with your manager. • Meet obligations contained in Appendix 1 & 2.

RELATIONSHIPS:

External

- ACC
- AMS
- Government Agencies
i.e. MOJ, IRD etc.

Internal

- All other Health NZ Payroll Managers
- Payroll & App Admin team
- People Partner team
- HR Administration team
- Data Analytics Business Partner for P&C
- Recruitment team
- Managers
- Employees

Committees/Groups

- As and when required

PERSON SPECIFICATION

QUALIFICATIONS

- Business degree, or similar
- Formal project management qualification

EXPERIENCE

Essential

- 10+ years' NZ payroll experience
- 5+ years' experience in a large complex payroll environment
- 5+ years' leading and developing a large team of specialists
- 5+ years' working in an environment with multiple collective agreements

Desirable

- Previous experience in the NZ health sector
- Experience with transforming a large payroll function
- Change management capability
- Leadership of process improvement projects

KNOWLEDGE AND SKILLS

- 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
- Demonstrate alignment with Nelson Marlborough values
- Sound understanding of the Holidays Act 2003, Parental Leave Act, Kiwisaver Act, and Wages Protection Act
- Demonstrated experience in driving performance improvement
- Sound written and oral communication skills
- Commitment to customer service
- Advanced knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Health NZ Nelson Marlborough Information Technology policies

CRITICAL COMPETENCIES

COMPETENCY	DESCRIPTION
Leadership	<ul style="list-style-type: none"> ▪ Sets the highest ethical and professional standards and leads by example (living) Health NZ Nelson Marlborough values in all interactions. ▪ Ability to communicate the vision for the future, inspiring commitment to the goals of the team/organisation and supporting organisation wide leadership initiatives. ▪ Provide thought leadership in the relevant professional field to influence the business to adopt best practice strategies. ▪ Uses a partnership approach with the senior team, demonstrating a consultative and inclusive management style. ▪ Leads and supports staff in undertaking new challenges. ▪ Develop policies, action plans to accomplish objectives, establish timeframes and allocate resources. ▪ Ability to see business issues from a customer's perspective ▪ Actively recognises the achievements of others.
Personal and Professional Credibility	<ul style="list-style-type: none"> ▪ To be credible to Health NZ Nelson Marlborough stakeholders and employees ▪ Ability to maintain effective relationships with key people internal and external to Health NZ Nelson Marlborough Ability to deliver results and establish a reliable track record. ▪ Demonstrate effective written and verbal communication skills. ▪ Ongoing commitment to personal and professional development.
Teamwork	<ul style="list-style-type: none"> ▪ Ability to work within a matrix structure. ▪ Ability to build and effective high performing team. ▪ Works effectively with others in the organisation outside the line of formal authority to accomplish organisational goals to identify and resolve problems. ▪ Demonstrates high levels of active and empathetic listening. ▪ Facilitates goal achievement.
Value Diversity	<ul style="list-style-type: none"> ▪ Understands the significance of the Treaty of Waitangi. ▪ Display cultural sensitivity and values diversity. ▪ Displays a willingness to work positively to improve opportunities for Māori. ▪ Appreciate insights and ideas of all individuals and works effectively with these differences.
Self-Management	<ul style="list-style-type: none"> ▪ Sets high personal standards. ▪ Displays drive and energy and persists in overcoming obstacles. ▪ Is proactive and displays initiative. ▪ Maintains enthusiasm in the face of difficult challenges and seeks alternative strategies and goals. ▪ Ability to adapt and work effectively within a variety of situations and with various individuals or groups. ▪ Considers options, identifies pros and cons and makes effective decisions based on evidence and within appropriate timeframes and levels of responsibility. Recognises critical factors and weighs up risks accordingly. ▪ Recognises scope of role and acts accordingly.

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
 - Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
 - Act at all times in the best interest of the children and young people, putting their interests first.
 - Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none">• a chronic skin condition• been working in an overseas healthcare facility in the last year• been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.