

POSITION DESCRIPTION

POSITION: Payroll Officer

RESPONSIBLE TO: Payroll Manager

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 ākonga, 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 kaipupuni 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 THE POSITION

To provide a high quality, customer focused and efficient Payroll process ensuring accuracy and timeliness of payments and optimum use of the HRIMS (LEADER)

To manage quality Improvement processes within the Payroll department to ensure all Payroll processes reflect best practice

RESPONSIBILITIES	EXPECTED OUTCOMES
Employee Maintenance – new and existing employees	<ul style="list-style-type: none"> • Ensure that all details for new and existing employees within portfolio departments are maintained accurately and in accordance with appointment letters • Ensure that all entitlements are loaded correctly as per legislation and employment agreements • Ensure that all master file changes are processed within 24 hours of being received in Payroll and as per checklists ensure that all entitlements are updated accordingly • Ensure that correct documentation and authority is received with requests to process any master file changes.
ACC Management	<ul style="list-style-type: none"> • ACC is managed appropriately for all employees ensuring accurate and timely payments are processed and are in accordance with legislation and relevant employment agreement • Good communications are maintained with ACC offices to ensure accurate information is provided in a timely manner. • Paperwork is kept up to date and filed appropriately. • Regularly review processes to ensure they are in line with current legislation and best practice. • Keep process documentation up to date to ensure colleagues can manage the process when absent and provide regular training/refreshers to colleagues on changes to the process.
Payroll Processes	<ul style="list-style-type: none"> • Adheres to timeframes as per payroll process checklist and advises Payroll Manager of any issues well prior to any agreed deadline ensuring a timely and accurate pay run process • Accurately checks exception reports in line with roster in ACTOR and relevant employment agreement for portfolio departments and advises approving Managers of changes to be made. • Report all Time & Attendance rule issues via issues register in accordance with payroll process checklist • Ensures that ACTOR is maintained accurately to reflect employee changes and terminations, ensuring employees are removed when resigned, or appointed to a different location within the DHB • Communicate all changes in management to Application Administrator to ensure security is updated accordingly • Ensures all data coming into LEADER is accurate and correct • Provides cover for colleagues when absent • Ensures that external reports are sent out within 24 hours of pay closing off • Ensure electronic authorisation of all shifts in accordance with delegated financial authority.
PAYE	<ul style="list-style-type: none"> • Ensure that PAYE is filed in accordance with IRD regulations • Ensure that all required paperwork is filed appropriately • Ensure that all issues report from IRD are dealt with immediately

Overpayments	<ul style="list-style-type: none"> • Ensure that initial communication regarding an overpayment is sent out within 24 hours of pay run • Ensure that all overpayments are processed and recovered in accordance with legislation and overpayments policy • Manage communication to employees and their managers when an overpayment has occurred • Regularly audit overpayments for your staffing portfolio and ensure appropriate action is taken to recover outstanding overpayments
General Office Functions	<ul style="list-style-type: none"> • Participate in roster for management of Help Desk and TrackIt acting as the primary point of contact for all employees and managers ensuring professionalism at all times. • Promptly investigates issues reported, escalating when appropriate • All filing is cleared away and filed on a fortnightly basis
Continuous Quality Improvement throughout Payroll	<ul style="list-style-type: none"> • Contribute to and provide recommendations for ongoing quality improvement activities • Participate in projects as requested • Provide regular reporting on deliverables • Ensure quality improvement systems are used to reflect 'best practice' • Build and maintain processes for the links between HR, Business Support, Finance, L&D and IT to ensure communication and quality workflow between departments • Maintain and continuously improve the Payroll website • User handbooks are maintained on the HR Kiosk and the module on iLearn is maintained and updated as appropriate
To maintain effective relationships with colleagues and other staff	<ul style="list-style-type: none"> • Provide an effective, customer focused service on a day to day basis • Support is given to the Payroll, Finance and Human Resource team • Provide cover for colleagues as required • Be an effective member of the Payroll Team
Professional & Personal Development	<ul style="list-style-type: none"> • Undertake identified personal development with prior approval • Demonstrate awareness and excellent knowledge of legislation • Maintain detailed understanding of all relevant employment contracts • Maintain an Intermediate level understanding of legislation and employment contract compliance as a minimum • Participates in annual performance review process including review of performance goals and identification of areas for professional development.
Compliance / Risk Management	<ul style="list-style-type: none"> • Comply with all relevant policies at all times • Ensure that all requests processed comply with relevant policies, legislation & relevant employment agreement at all times • Ensure non-compliance with relevant policies, legislation and/or employment agreements are escalated immediately to Payroll Manager • Identify & remedy and health and safety hazards • Ensure all incidents are reported immediately via the appropriate forum
General	<ul style="list-style-type: none"> • All other additional duties are performed in an efficient manner, to the required standards and within a negotiated timeframe • Demonstrated compliance with obligations in Appendix 1 & 2

PERSON SPECIFICATION

QUALIFICATIONS

- Diploma in Information Management desirable
- Intermediate level NZPPA Payroll Skills assessment
- Current driver's license

EXPERIENCE

- Experience in delivering on customer service
- Ability to develop effective interpersonal relationships
- Minimum 6 years' experience in end to end Payroll / Rostering environment
- Quality Control Process Improvement
- Ability to relate collaboratively with a wide range of health professions at many levels of information technology knowledge and experience

KNOWLEDGE AND SKILLS

- Intermediate knowledge of Microsoft Office applications i.e. Word, Excel and Outlook
- Keeps up to date with available information technology relevant to position
- Keeps up to date with legislative changes
- Understands and complies with Health NZ Information Technology policies
- An understanding of the principles of the Treaty of Waitangi and how they affect the work of the Board

PERSONAL ATTRIBUTES

- A flexible proactive attitude to goal achievement
- Innovative and flexible
- Energetic and able to motivate others
- Able to think clearly, self-manage and manage own workloads well
- Excellent time management skills
- Ability to work under pressure
- Interpersonal skills with the ability to communicate clearly
- Able to assess situations, make quick appropriate decisions and give clear accurate directions
- Commitment to personal and professional standards
- Demonstrated commitment to quality service provision
- Team play with 'can do' attitude
- Demonstrated customer service experience

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.