

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

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.

Title	Collective Agreement Implementation Specialist
Reports to	Payroll Manager
Location	Richmond Health Hub, Oxford Street, Tasman
Department	Payroll – Enabling, People and Culture
Date	22 October 2026
Salary band (indicative)ⁱ	PSA Administration Collective Band 7, Step 1 to Step 3
Children's Worker roleⁱⁱ	No

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

Carry out the administration and ongoing maintenance of Collective and Individual Employment Agreement rules within Leader and Actor.

This includes processing updates to Collective agreements and Individual Employment Agreements, preparing and issuing standard correspondence to relevant employee groups, recording responses, and ensuring information is accurately updated in the relevant systems in line with established procedures.

Key Result Area	Expected Outcomes / Performance Indicators
Support the Implementation of Agreements	- Support the Payroll Manager on the implementation of new CEA's, IEA's and Derived IEA's working closely with the CA Implementation Lead - All agreements will be implemented within the agreed timeframes. - Letters for employees are produced in a timely fashion and monitored for response - Oversee the updating of employee information as a result of agreement changes.

Maintain employees on the correct Agreements	• Support the Payroll Manager with regular auditing to ensure employees on CEA's and Derived IEA are on the correct pay scales and leave rules. • Liaising with HR Business Partners for any pay anomalies or leave entitlements that need to be corrected for employees. • Robust and sustainable processes are in place to ensure the accuracy of the information today and in the future.
Ensure Leader and Actor are compliant with the CEA's	• Support the Manager and working closely with the CA Implementation Lead with routine checks to indicate compliance with the CEA's. • Working with the Leader and Actor Administrators to ensure CEA's and Derived IEA's are implemented and setup correctly.
Communicate any changes to Agreements to relevant teams	• Support the Payroll Manager to develop and present training to the payroll team on the union/non-union process. • Develop documentation and processes to assist the payroll team with entering correct employee data in Leader. • Provide advice to the Payroll Team on the union/non-union membership process.
General	• Other duties as required in addition to, or as a result of, changing circumstances which contribute to achieving the purpose of the role.

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • 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	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • 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.
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Matters which must be referred

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- Any issues or concerns that may impact the implementation or maintenance of the Agreement implementation or maintenance.

Relationships

External	Internal
• Union Membership Contacts	• Payroll Manager • Payroll Team. • HR Business Partners • Managers • Employees

About you – to succeed in this role

You will have

Essential:

- 5+ years NZ payroll experience
- 5+ years experience in a large complex payroll environment
- 5+ years working in an environment with multiple collective agreements
- Sound understanding of the Holidays Act, Parental Leave Act, KiwiSaver Act and Wages Protection Act
- Sound written and oral communication skills
- Commitment to customer service

Desired:

- A commitment to achieving equitable outcomes for Māori
- Business Degree or similar
- Previous IR/ER experience
- Previous experience in the NZ health sector
- Previous process improvement experience.

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.

- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.