

 HAWKE'S BAY District Health Board Whakawāteatia	POSITION TITLE	Payroll Systems Administrator		
	DIRECTORATE	People Directorate	DEPARTMENT	Payroll
	REPORTING TO (operationally)	Payroll Team Leader	REPORTING TO (professionally)	Payroll Team Leader
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the Payroll Systems in the Hawke's Bay District Health Board (HBDHB) and has no direct reports.			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> ▪ Provide services of a systems administrator for all payroll systems ie. Leader, Actor & PAL\$ ▪ Processing of pays to ensure all HBDHB employees are paid accurately according to legislation, contractual requirements and policy procedures. ▪ Provide support and training for users of Actor Roster & PAL\$ Systems. ▪ To recognise and support the delivery of the Hawkes Bay Health sector vision 			
KEY DELIVERABLES	<p>Management of and training for, AMS products</p> <ul style="list-style-type: none"> ▪ Ensure time and attendance system is accurate and efficient, according to payroll legislation and MECA's. ▪ Ensure ongoing maintenance and improvement of the payroll system to ensure efficiency of payroll processing. ▪ Ensure change control and test methodologies used for system configuration changes. ▪ Test, Sign off and Implement system upgrades from AMS. ▪ Identify and initiate any training requirements ▪ Provide training to system users ▪ Provide helpdesk support to managers & employees to effectively use rostering and Pal\$ system. ▪ Ensure Leader, Actor Rosters and Pal\$ system users have correct access ▪ Lead for implementation of contractual changes. ▪ Liase with system vendor for issue resolution ▪ Ensure payroll system is compliant with the Holidays Act 2003 <p>Project Roles</p> <ul style="list-style-type: none"> ▪ Holidays Act Review – work alongside Payroll Team Leader, HR and Finance to ensure system compliance to the Holidays Act and any necessary remediation activity. ▪ Provide support for the implementation of Leave Manager alongside Project Manager, Payroll Team Leader and AMS. ▪ Support and assist with future projects that will impact on payroll or rostering <p>Processing Weekly Payruns</p> <ul style="list-style-type: none"> ▪ Check shiftcards and payrun reports with each payrun to ensure correct payment of wages to employees. ▪ Process pays including banking and ensure all deduction schedules sent to relevant external parties ▪ Respond to and support managers to complete their pay approvals and to ensure they follow correct payroll procedures ▪ Highlight any opportunities to improve processes and procedures to Team Leader ▪ Ensure timely and accurate maintenance of payroll records ▪ Identify and initiate any training requirements for employees or managers <p>Employee Data Maintenance</p> <ul style="list-style-type: none"> ▪ Update and maintain data as required to ensure correct payments and deductions for employee pays ▪ Electronically file all employee documentation in a timely manner <p>General</p> <ul style="list-style-type: none"> ▪ Maintain payroll processes and procedures to ensure they are accurate and current ▪ Supply accurate information to authorised external agencies on request and in a timely manner ▪ Cover for other administrators during periods of absence and increased workloads 			
HEALTH & SAFETY RESPONSIBILITIES	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> ▪ Not to do anything that puts your own H&S at risk ▪ Not to do anything that puts others H&S at risk ▪ To follow all health and safety policies and procedures ▪ To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>			

KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> Corporate Services People & Quality Directorate Clinical Nurse Managers Team Leaders All HBDHB staff 	<p>EXTERNAL</p> <ul style="list-style-type: none"> Unions Inland Revenue Department Superannuation Providers Accident Compensation Corporation Advanced Management Systems Any other Government and Private company that have the authority to request pay information.
DELEGATION AND DECISION	As delegated by Payroll Team Leader	
HOURS OF WORK	80 per fortnight	
EMPLOYMENT AGREEMENT & SALARY	As per the Individual Employment Agreement (IEA) negotiated with the appointee.	
DATE	April 2020	
EXPENDITURE & BUDGET ACCOUNTABILITY	<ul style="list-style-type: none"> Nil 	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> Complexities of various Multi Employment Collective Agreements, local employment agreements and individual employment agreements. Complexities in interpreting Holidays Act 2003 with regard to system configuration. 	

ESSENTIAL CRITERIA

Qualifications

- NCEA Level 2 or equivalent

Experience

- Experience in payroll systems, including AMS Leader and payroll products (more than two years)
- Proven customer service skills

Business / Technical Skills

- Demonstrates an understanding of continuous quality improvement

Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community



Our Vision and Values

Te hauora o te Matau-a-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.