



# POSITION DESCRIPTION

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| **Position**: | Acting Payroll Manager. | |
| **Responsible to:** | Interim District Finance Lead | |
| **Direct Reports:** | Payroll Team. | |
| **Location:** | Rotorua & Taupō | |
| **Functional relationships:** | **Internal:**  .. | **External**:  .. |
| **Financial delegations:** | As per Delegation Policyl | |
| **Date**: | 23rd February 2024. | |

### Primary purpose(s) of the position

**Manage the payroll function so that:**

* Staff are paid accurately and on time
* Payroll records are maintained to required standards
* Payroll information is provided to relevant parties

**PERSON SPECIFICATION**

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| **Key Objectives** | Description | Expected Outcomes |
| **(Payroll Service** | Effectively Manage the Payroll Service | * Manage Payroll staff * Ensure payroll deadlines are met through effective management of tasks and duties * Ensure staff training needs are met |
| **(Payruns** | Supervise effective and accurate pay runs | * Monitor weekly payroll processing against plan to ensure deadlines are met * Check and authorise final payruns prior to payment * Ensure bank file is processed and passed on for payment |
| **Employment Contracts** | Interpretation and application of employment contracts | * Maintain file of current collective agreements and understand content * Ensure payroll system is correctly configured to pay staff according to collective agreements * Obtain terms and conditions of IEAs and ensure correct set up on system * Provide advice to employees on matters of interpretation of employment contracts. |
| **Payroll advice** | Provide payroll related advice to internal and external users | Assist Management Accountants in explaining payroll related variances   * Answer PAYE queries from IRD * Ensure all staff pay queries are resolved * Build and provide reports using impromptu as requested |
| **Month End** | Month end processing and reconciliation of Payroll data | * Ensure payroll month end deadlines are co-ordinated with Accounting personnel * Ensure month end financial interfaces are run in a timely fashion * Run standard month end reports * Run annual leave accrual report |
| **Payroll Deductions** | Administer Payroll related deductions | * Ensure correct PAYE and other IRD deductions are made and paid over to IRD by due dates * Account for other deductions and ensure correct amounts are paid over to third parties. Deductions include: * Insurances * Superannuation * National Provident Fund * Court Orders * Run monthly reports for IRD and others (eg. Union, social clubs etc) and reconcile to PAYE payments * Use the lean methodology when appropriate for all improvements. * Promote Certification where appropriate to showcase quality. |
|  | (Short description of objective) | * .. |
| **Utilisation of Telehealth** | **Health care is delivered using digital technology where participants may be separated by time and/or distance** | * ENTER appropriate outcome based on role eg:   MEDICAL STAFF   * Service provision is in line with the New Zealand Health Strategy and the NZ Medical Council guidelines to provide care “closer to home * Provision of patient centric care which will give patients the option of telephone or video appointments where there is no need for an in-person appointment.” * Advise patients in the use of telemonitoring devices (where appropriate) and provide follow-up care to prevent unnecessary hospital admissions   ADMINISTRATION STAFF   * Scheduling appointments in-person, by phone, video, non-contact FSA’s and Telemonitoring and selection of the correct “mode of delivery” in the patient management system   REGISTERED NURSING STAFF   * Service provision is in line with the New Zealand Health Strategy and the Nurse Executives of New Zealand Telehealth Position statement to provide care “closer to home”. * Assist doctors and nurse practitioners to deliver care via video and phone. * Advise patients in the use of telemonitoring devices (where appropriate) and provide follow-up care to prevent unnecessary hospital admissions.   ALLIED STAFF   * Service provision is in line with the New Zealand Health Strategy and the New Zealand Allied Health Best Practice Guide for Telehealth to provide care “closer to home”. * Patient centric care which will give patients the option of telephone or video appointments where there is no need for an in-person appointment. |



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| **Capabilities** | Capability definition | Achievement Indicators  *(Examples – add/ amend or delete as specific to role using matrix to assist)* |
| **Communication and Personal Interaction**  **Te Ringa Hora**  ***the open hand (denoting someone who is sociable)*** | Communicates relevant information in a timely manner to those who need to know at a level that is understood. | * Transfers information effectively verbally and writes clearly, coherently and succinctly. * Shares well thought out, concise and timely information with others using appropriate mediums. * Organisational updates are provided to staff by way of relaying in general terms but more importantly what affect it has on the unit and how staff can help where necessary to achieve any requirements. * Builds team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams success. * Maintains and promotes high standards of social, ethical and organisational norms. |
| Fosters a team environment and encourages collaboration between team and departments within the DHB  Connects with people to build trust and confidence. | * Articulates differing perspectives on an issue and can see the merit of alternative points of view. * Works with other managers and teams to streamline processes for the best efficiency for both teams. * Provides staff who have concerns about another team process, a different point of view to consider. * Connects with others, listens, reads people and situations and communicates tactfully * Gets to know their team members and treats them with respect, valuing their individuality and contributions. |
| **Strategy & Performance**  **Te Ringa Raupā**  ***the roughened hand (symbolising a hard worker)*** | Delegates appropriately within team utilising individual skills to achieve results. | * Understands individuals strengths and weaknesses to utilise or increase skills for those individuals. * Assigns and sub-delegates staff to teams to allow for development and succession planning. |
| Understands the unit requirements and the implications of the units achievements on the overall service delivery. | * Ensures decision making complies with organisational strategies. * Recognises decisions made within the unit affect overall results of the service and the DHB. * Works with Service Manager to maximise unit efficiency.. |
| **Development and Change**  **Te Ringa Ahuahu**  ***the hand that shapes or fashions something (refers to someone who is innovative)*** | Works to include staff in change minimising barriers to implementation. | * Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution. * Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. * Openly broaches concern with staff from the outset asking for their ideas and input. * Gives examples of what might help to resolve the issue/concern. * Seeks opportunities to improve performance and seeks feedback to measure and improve. * Encourages staff participation in possible solution process. * Allows staff input to possible solutions to concern. * Gives careful consideration to staff ideas and offers alterations to suggestions where necessary. |
| Articulates decisions and reasoning behind change enable buy-in to results. | * Develops an informative response to the team including trends, data, process and benefits of the decided process/change. * Allows feedback to decision to enable ‘tinkering’ to be made where appropriate. |
| **Personal Accountability**  **Te Ringa Tōmau**  ***the hand that is trustworthy*** | Manages own and encourages others to foster work/life balance. | * Ensures regular breaks are taken and own annual leave accruals are used within the 12 months following accrual. * Ensures employees within their service are taking regular annual leave breaks for the purpose of rest/recreation throughout the year. |
| Actively manages own career aspirations and development. | * Is constantly striving to acquire and maintain knowledge, skills and/or experience. * Has own career development plan and succession planning. * Seeks out development opportunities to expand knowledge and capability. * Engages in projects and activities readily which are above and beyond scope of current role. |
| **Culture and Values**  **Te Ringa Taurima**  ***the hand that nurtures, encourages, supports*** | Makes decisions based on facts and without personal bias.  Engages with mentors and supervisors for personal skill development.  Plans, prioritises and organises work to deliver on short and long term goals.  Encourages and promotes DHB values and expectations. | * Is proactive and effective when problem solving is required. * Engages with staff member/managers/multi disciplinary team when concerns are raised to best understand their point of view. * Appropriately investigates the concern looking at trends, situation and practices. * Critically examines repeatable risk factors * Is constantly striving to acquire and maintain knowledge, skills and/or experience. * Demonstrates a commitment to and takes responsibility for going professional development. * Purposeful about where time is invested. * Delivers relevant results within expected timeframes * Role models expected behaviours and practices. * Treats staff, patients and visitors with dignity and respect. * Uses appropriate empathy to gain organisational objectives. * Is solution focused. |

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| **Compulsory Requirements** | Description | Expected Outcomes |
| **Māori Health** | Māori philosophies and values of health are demonstrated in work practice. | * Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Lakes DHB Maori Health division in the planning and delivery of services. * Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori. * Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care. * Māori are enabled to access and participate in cultural activities provided by the Lakes DHB. * A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes DHB is shown. |
| **Te Iti Kahurangi** | The Lakes Way, Our Place Our Culture | * Works within the Te Iti Kahurangi framework and supporting guide document. |
| **Record Keeping** |  | * Complies with the Lakes DHB Corporate Records Management policy to create and maintain full and accurate records. |
| **Quality & Risk** | Patient safety is paramount to the service we deliver at Lakes District Health Board. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve. | * Employees are supported to lead by example and implement a culture of continuous quality improvement. * Risks that may prevent Lakes DHB from achieving their goals are identified, reported, and managed. * Māori patients are provided patient-centred care to achieve positive Māori health outcomes. * Needs of Māori are reviewed and reported in the further development of practice, process and or policy. * Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology. * Quality care is provided to certification standards. |
| **Health & Safety** | Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines. | * Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes DHB policy and legislative requirements. * Healthy lifestyles are actively promoted and participated in, within the work area. * Employees participate in Health and Safety within areas of work. * Health and Safety activities are appropriately documented within specified timeframes. * Health and Safety policies have been read and understood and are applied in the workplace. * Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately. * Any opportunities for improving Health and Safety are reported and acted upon in a timely manner. * All near misses/incident/accidents are reported to the appropriate line manager within 24 hours. |

**Signatures:**

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| Line Manager:  (position description approved): |  |
| Employee:  (acceptance of position description): |  |

*(Please also initial all other pages to show acceptance of position description.)*

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| **Person Specification** | **Essential:** | **Desirable:** |
| **Education and Qualifications:** | .Experience and skills in managing staff   * A sound knowledge of payroll * A proven ability to understand payroll computer applications as well as Excel spreadsheet and Word * A desire to improve and develop payroll processes * Be highly organised with the ability to meet deadlines   . | * Non-smoker preferred. * Payroll experience in a large organisation * Bachelor’s degree in Business Administration, Human Resources or equivalent education and experience (NZQA level 7 |
| **Experience:** | * .. | * .. |
| **Knowledge:** | * Te Tiriti O Waitangi in the provision of health care services and support to Māori. * Te Tiriti O Waitangi in practice, process, policy development and decision making. * Lakes DHB is a Reorua organisation knowledge and understanding of Te Reo/ Correct pronunciation... | * .. |
| **Skills:** | * Pronunciation of Te Reo Māori words and names * .. | * Te Reo Māori * .. |
| **Personal Attributes:** | * .. | * Non-smoker preferred. * .. |

**ABOUT TE WHATU ORA LAKES**

At Te Whatu Ora Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

### VISION

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well being, and ora - describing the state of wellness.

### STRATEGIC MISSION



* Achieve equity in Māori health
* Build an Integrated health system
* Strengthen people, whanau & community wellbeing

### THREE CORE VALUES

Manaakitanga respect and acknowledgment of each other’s intrinsic value and contribution

Integrity truthfully and consistently acting collectively for the common good

Accountability collective and individual ownership for clinical and financial outcomes and sustainability

### TE ITI KAHURANGI – THE LAKES WAY, OUR PLACE, OUR CULTURE – WE WILL



### TE TIRITI O WAITANGI

**Our expression of Te Tiriti o Waitangi**

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

**Mana whakahaere**

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

**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 tangata**

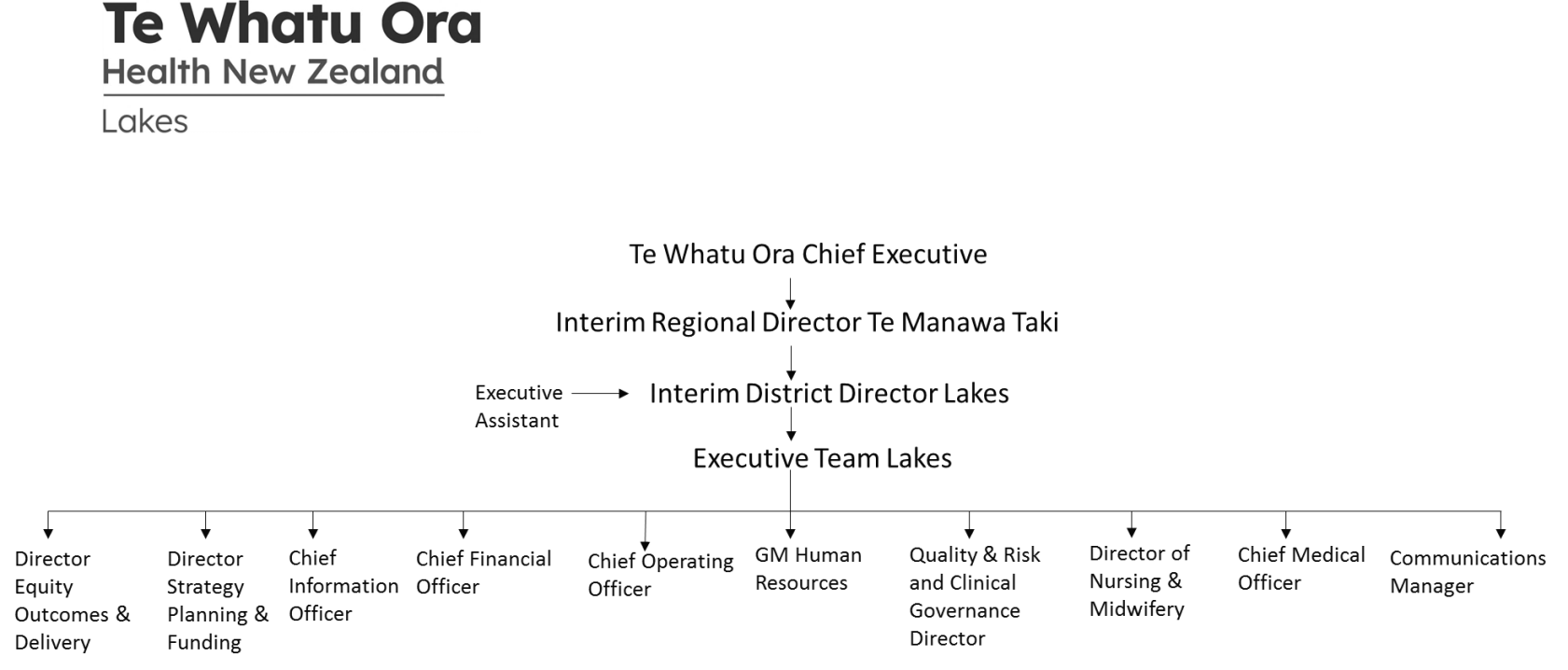
Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

**Mana Māori**

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Te Whatu Ora Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown’s commitment to upholding its Tiriti promises.

### ORGANISATION STRUCTURE

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