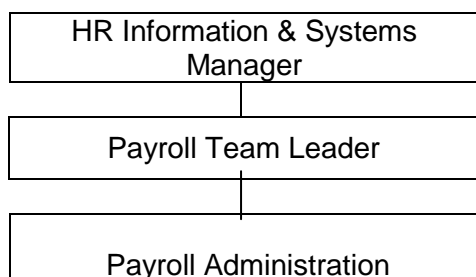


POSITION DESCRIPTION

Job Title:	Payroll Team Leader
Work Unit:	HR Information & Systems
Responsible To:	HR Information & Systems Manager
Responsible For:	Payroll
Position Purpose:	This job exists to provide an efficient & effective quality payroll service.
Date:	November 2009

Position No: 15911-007

Organisation Context:



The Bay of Plenty District Health Board:

The District Health Board's fundamental purpose is to work within the resources allocated to it to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

Vision: Healthy, thriving communities

Mission: Enabling communities to achieve good health and independence and ensure access to high quality services.

Values: Cultural values, trustworthiness, accountability and commitment, communication, flexibility, integrity, good employer.

Key Outcomes:

- Improved access and inclusiveness
- Effective, responsive health programmes
- Improved Maori health and independence to reduce disparities
- Improved health and independence for children and families
- Healthy, independent and dignified ageing

Functional Relationships:

External

Northgate NZ
 Auditors
 JIPSE (Health User Group)
 Other DHB Payroll leaders
 Unions
 Equipment maintenance companies
 Government bodies: IRD, ACC, WINZ etc
 Work AON & Superannuation providers

Internal

All staff
 HR staff
 Module super users
 Information & Systems team
 Union delegates

Key Achievement Areas:

The position of Payroll Team Leader encompasses the following major functions or Key Achievement Areas:

- Delivery of efficient & effective quality payroll
- Payroll module super user
- Staff management & leadership

The requirements in the above Key Achievement Areas are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
Payroll delivery	<p>Payroll is produced on time, efficiently & accurately.</p> <p>Liaison with MICROster personnel is on-going & contributes positively to the overall delivery of pay to staff.</p> <p>Leave balances are accurate.</p> <p>Employment agreements are interpreted & applied accurately.</p> <p>Legislation is complied with.</p> <p>Accurate, timely information is provided, including statutory returns, ACC, IRD etc requirements.</p> <p>Accurate advice & assistance is provided to HR staff on payroll related matters.</p> <p>Undertakes processing of Board & Executive payments and leave</p> <p>Provides processing assistance in times of staff shortage</p> <p>Undertakes IRD reconciliations</p> <p>Runs month end and year end</p>

Payroll module super user	<p>New grades, rates, awards etc are implemented effectively</p> <p>Documented procedures are developed and maintained per BOPDHB standard.</p> <p>Problems are investigated internally initially & if not resolved internally are documented per Help Desk log.</p> <p>Users receive effective training in system use and changes.</p> <p>System improvements are identified and specification for such prepared.</p> <p>Version testing & testing of changes is robust.</p> <p>Input to JIPSE is effective.</p> <p>Input to disaster recovery planning & maintenance is effective.</p>
Payroll Team Leadership	<p>Leave is managed effectively.</p> <p>Staff receive effective training & coaching.</p> <p>Staff are supervised effectively.</p> <p>Workload is planned & managed.</p> <p>Staff receive appropriate feedback & performance development.</p>
Payroll – Finance Interfaces	<p>Interfaces are reliable & accurate.</p> <p>Interfaces are subject to on-going scrutiny for accuracy.</p>
Quality Assurance	<p>Data integrity is assured with respect to individual records, system functions, interface & reporting</p> <p>External audit identifies no problems.</p>
Information & Systems Team	<p>Positively & effectively contributes to team planning & operation</p>

Health and Safety

You are expected to meet the health and safety requirements set out in BOPDHB policies and protocols and any other requirements set out in the Health and Safety in Employment Act 1992.

Treaty of Waitangi/Cultural Competencies

BOPDHB is committed to the principles of the Treaty of Waitangi

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Person Specification:

Knowledge / Experience

Essential

- Extensive payroll experience
- Experience of high volume payroll production
- High level skill in use of Excel
- Knowledge of general ledgers, month end and year
- Understanding of finance and accounting procedures/systems
- Knowledge of NZ payroll related legislation
- Ability to interpret employment agreements
- Team leadership

Desirable

- Experience in use of PSe or a similar large payroll application