

# ROLE DESCRIPTION

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| Role Details |

**Role Title** Human Resources Administrator / Payroll

**Group**  Corporate Services

**Location** Wellington

**Date** June 2017

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| About the Ministry |

The Ministry:

* Provides strategic and practical policy advice to Ministers;
* Monitors and supports the Transport Sector Crown Entities; and
* Works with the Transport Sector Crown Entities to ensure the transport system optimises its contribution to New Zealand citizens.

The Ministry is committed to the following principles that guide the way we work.

* Empowerment – we empower our people to perform well by creating an environment that fosters personal responsibility and good judgement
* Respect – we treat each other with respect, are considerate of each others needs and are generous in spirit in our dealings with each other
* Accountability – we encourage dialogue between staff, managers and the Senior Leadership Team to ensure we are consistent in our actions and that we hold each other to account
* Responsibility – we are mindful of our role as public servants and the importance of acting in a transparent, professional and responsible way. We act lawfully and objectively and in compliance with the Ministry’s Code of Conduct.

The Ministry’s ways of working provides flexibility and responsiveness to changing demands and priorities over time.

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| Role Context |

The Corporate Services Group is responsible for leading the development of, and supporting the effective implementation of the Ministry’s organisational and policy strategy, through the effective delivery of specialist corporate services.

This role is part of the Human Resources (HR) Team. The HR Team provides strategic and operational guidance, advice and support on all aspects of HR for the Ministry, including employee relations, recruitment and retention, induction, workforce planning, organisational development, learning and development, change leadership, staff engagement, payroll and HR reporting, health, safety and wellbeing, remuneration, policies and people management.

This role reports to the Manager - Human Resources.

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| Role Purpose |

The role of the HR Administrator / Payroll is to provide high level administration and coordination support to the Manager - Human Resources and the wider HR Team. Importantly, this role is responsible for inputting data in relation to payroll and maintaining the integrity of the payroll information we hold.

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| Key Responsibilities |

The HR Administrator / Payroll role has responsibility for providing high level administration and coordination support to the HR team and Managers. Importantly, this role is responsible for inputting data in relation to payroll and maintaining the integrity of the payroll information we hold.

This role is responsible for:

* Undertaking general office administration and coordination
* Drafting and managing contracts and employment agreements
* Managing all employee changes to Jadestar, the Ministry's payroll system
* Coordinating monthly and quarterly HR reporting material for the Ministry
* Assisting in arranging and organising assessment centres
* Assisting with the coordination of psychometric assessments for the Ministry
* Managing the loading of all advertising for vacancies into the Applicant Tracking System and work with the Ministry’s advertising provider
* Assisting with the maintenance and management of all policies, processes, procedures and frameworks within the Ministry
* Building and maintaining effective and positive working relationships with managers and staff
* Facilitating onboarding and exit interviews where required.
* Assisting with event management where required
* Assisting with induction and onboarding processes, including Health and Safety
* Ensuring compliance with all required policies, practices and formats of all HR and payroll documentation
* Working with other members in HR to drive collaboration and key programmes
* Providing input into HR team responses in respect to Official Information Act requests (OIA), Parliamentary Questions (PQ), Select Committee Questions (SCQ) and other Parliamentary requests, as required

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| Key Relationships and Reports |

#### Internal

* Finance
* Senior Leadership Team
* All Managers and staff

#### External

* HR Professional bodies
* Unions and staff representatives
* External Providers/Consultants
* Government agencies and other organisations

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| Health and Safety |

Complies with relevant safety legislation, policies and procedures.

Ensures personal health and safety standards are adhered to when at work or offsite when working.

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| Skills, Experience and Qualifications |

#### Qualifications:

* A tertiary qualification preferably in Human Resources or relevant experience

#### Experience:

Essential:

* Proven experience in a coordination/administration role
* Proven customer service experience
* Proven interpersonal, relationship building and networking skills
* Ability to work under pressure, set priorities and manage tight timelines
* Excellent written and verbal communication, with strong influencing and negotiation skills
* Experience in managing external supplier relationships
* Experience in payroll co-ordination

Desirable:

* Experience of working in government, a sound understanding of the role of the public service and of working with Ministers and other government departments and agencies

#### Technical Capabilities:

* High level of proficiency in Microsoft Office tools and products (e.g. word, excel, outlook, powerpoint, visio)

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| Competencies |

#### Achieving ambitious goals

#### Demonstrate achievement, drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes.

#### Collaboration

Promotes cooperation, collaboration and flexibility in working with others, contributes as a team member, managers conflict with teams.

#### Customer oriented

Actively looks for ways to help people, seeks understanding from customer to address customer concerns and needs and improve overall service levels.

#### Honest and Courageous

Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers and New Zealand.

#### Problem solving

Identifies problems and reviews related information to develop and evaluate options and implement solutions.

#### Self-aware and agile

Leverages self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

#### Verbal comprehension

Communicates information and ideas presented through spoken words and sentences.

#### Decision quality

Makes decisions, based on sound reasoning and the ability to outline and show reasoning as to how this decision was arrived at.