

Job Description | Te Whakahuatanga

Job title	Senior HR Payroll & Reporting Analyst		
Group	Corporate Services Te Kāhui Tangata		
Reporting to	Manager – Human Resources Kaiwhakahaere		
Location	Wellington Office		
Direct reports	Nil	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 17	Date	May 2025

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

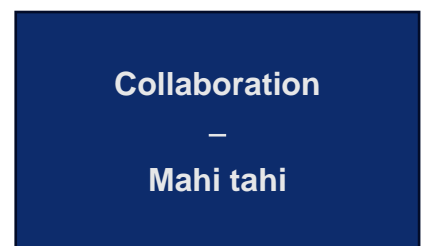
Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa
 I āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us/>).

The Ministry of Transport's purpose - Enabling a transport system that connects New Zealand | Te whakaahei i te punaha waka e hono ana i a Aotearoa

We are the Government's system lead on transport. We provide advice about how the transport system needs to change to support the New Zealand economy and the transport needs of New Zealanders. Our purpose is to enable a transport system that connects New Zealand. You can find out more about the Ministry of Transport at (<https://www.transport.govt.nz/about-us/>)

Our values | Ngā uaratanga matua



Corporate Services | Te Kāhui Tangata

The Corporate Services Group is responsible for delivering specialist advice and services to the Senior Leadership Team (SLT) and the Ministry, and ensuring that appropriate organisational systems, policies and processes are in place to enable the Ministry to deliver on our core functions.

Senior HR Payroll & Reporting Analyst

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, industrial relations, induction, workforce planning, organisational development, learning and development, change management, staff engagement, payroll and HR reporting, health, safety and wellbeing, remuneration, policies and people management.

The Senior HR Payroll & Reporting Analyst is our leading expert for our HRIS (Chris21) and payroll function. The role will be responsible for three key areas: systems administration, reporting and the operational fortnightly payroll.

What you will do | Te mahi

This role is responsible for:

Delivery Leadership

Payroll

- End to end processing of the fortnightly payroll, remit PAYE and other tax forms, KiwiSaver, ACC and similar reporting and return requirements. Ensure deductions are correctly calculated, authorised and paid to the appropriate external agencies.
- Ensure fortnightly payrolls are prepared and paid accurately and on time in accordance with relevant legislation, policies and contractual obligations.
- Follow all payroll processes to provide efficient and timely service including maintaining a high standard of data integrity
- Maintain strong working knowledge of employment legislation, apply relevant organisational policy and legislation e.g. Income tax Act, Holidays Act, ACC and ensure the Ministry's payroll practices are consistent with best practice and relevant human resource policies, Ministry employment agreements, policies and processes
- Compile and report on earnings, taxes, deductions, leave, and non-taxable wages for the organisation.

System Administration

- Payroll/HRIS system support, advice and services for the organisation to ensure that all employees receive accurate and timely Payroll/HRIS services.
- System and or process improvements and/or issues are consistently reviewed, identified, leading and managing the implementation and testing of any improvements and scheduled maintenance.
- Long term risks associated with the HRIS are actively managed, minimised or mitigated. System security activity is regularly monitored and reviewed.
- System administration content is updated and continuously maintained to represent the organisation accurately (i.e. organisational restructures, new positions, infrastructure management).

HR Reporting/Analysis

- Provide accurate and timely people information to assist managers and senior leadership in making business decisions.
- Preparation of the HR quarterly report, quarterly workforce data for PSC, contributing to annual review questions, audit questions and OIAs, WPQs and PQs.
- Prepare reports for Finance to support the payroll and reconciliations processes.

<ul style="list-style-type: none"> • Provide analysis, management and reporting of quantitative and qualitative information primarily through Excel. • Supplying and meeting our legal reporting responsibilities required by the Public Service Commission. <p>General</p> <ul style="list-style-type: none"> • Leading and supporting relationships with stakeholders across a range of levels, to enable delivery of key initiatives and programmes of work. • Actively contribute to the Ministry's people strategies and plans. • Maintain the Ministry's performance and expectation frameworks.
<p>Self and Team Focus</p> <ul style="list-style-type: none"> • Providing guidance and on-the-job training and coaching to HR Advisers and Coordinator, and Ministry Leaders. • Work collaboratively with and provide support to the Manager Human Resources and HR Business Partners.
<p>Professional Capability</p> <ul style="list-style-type: none"> • Continue to build Payroll/HRIS/Analysis knowledge actively and regularly by keeping up to date with research and trends. • Regularly monitor and address the latest Public Service Commission's sector-wide payroll priorities.
<p>External Capability</p> <ul style="list-style-type: none"> • Attend payroll/HRIS practitioner forums and sessions to maintain networks and knowledge. • Engage and manage relationship with Payroll Support help desk.
<p>Ministry of Transport Contribution</p> <ul style="list-style-type: none"> • Understand and drive cultural awareness and understanding of how we honour our obligations under the Treaty of Waitangi.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Who you will work with | Tou kapa

Internal	External
HR Team	HR Professional Bodies
Senior Leadership Team	Payroll Support Desk (manage relationship)
All managers and staff	Unions and Employee Representatives
	Government Agencies and other Organisations

What you will bring | Te mea e mauria mai e koe

- Strong proven experience in the following areas:
 - end to end payroll processing
 - finding solutions to technical problems
 - data extraction, manipulation, and presentation in high quality, user friendly written reports
- Demonstrated experience in providing HRIS advice and support to managers, and an awareness of how their role contributes to an organisation achieving its outcomes
- Demonstrated understanding and knowledge of relevant legislation to HR and Payroll (e.g. Holidays Act 2003, Parental Leave and Employment Protection Act 1987, and Employment Relations Act 2000) and an understanding of when to seek further advice on these.

- Sound interpersonal skills, and the ability to provide a high level of customer service and build and enhance successful relationships with clients and stakeholders
- Good organisational skills with strong attention to detail and problem-solving capability, including the ability to identify problems, manage or mitigate risks and implement innovative solutions
- Experience to at least an intermediate level with Microsoft Excel and Word
- Experience and exposure to a HR environment with a solid understanding of the discipline
- Effective written and verbal communication with all levels of the organisation
- Strong confidentiality and privacy acumen
- Tertiary qualification or equivalent relevant experience

The Ministry of Transport's Māori Strategy | Hei Arataki

Hei Arataki has been developed to improve transport outcomes for Māori. Hei Arataki acknowledges that New Zealanders are not flourishing if Māori are not flourishing, and sets out our strategy direction to identify issues and opportunities for Māori in transport policy design and delivery.

<https://www.transport.govt.nz/assets/Uploads/Paper/HeiAratakiMaoriStrategy-1.pdf>

Hei Arataki is underpinned by the following Guiding Principles | Ngā Mātāpono:



Diversity and inclusion | Te rereketanga me te whakauru

We want our workforce to increasingly reflect the communities we serve. The Ministry welcomes and supports people diverse backgrounds including people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

Your health, safety and wellbeing | Te hauora, haumaru me to oranga

At the Ministry we expect all employees to:

- work safely and take responsibility for keeping self and colleagues free from harm
- report incidents and hazards promptly
- know what to do in the event of an emergency
- ensure personal health and safety standards are adhered to when at work or offsite when working.

Performance Expectations | Mahi, he aha te mea e tumanakohia ana

We are a high performing organisation. A key part of this is being clear about roles and expectations. The Ministry of Transport's expectations of Senior Advisers are set out below. The intent is to clarify, make visible and clearly communicate expectations to ensure common understanding and consistency.



Leadership Success Profile – capabilities | Pūkete Arataki Whaihua

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

