

## Job Description | Te Whakahuatanga

<b>Job title</b>	HR/Payroll Coordinator		
<b>Group</b>	Corporate Services		
<b>Reporting to</b>	Manager – Human Resources		
<b>Location</b>	Wellington Office		
<b>Direct reports</b>	Nil	<b>Security clearance</b>	N/A
<b>HR delegation</b>	N/A	<b>Finance delegation</b>	N/A
<b>Salary band</b>	Band 13	<b>Date</b>	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

**Integrity**

—  
**Tapatahi**

**Excellence**

—  
**Kairangi**

**Collaboration**

—  
**Mahi tahi**

## 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.

### HR/Payroll Coordinator Position

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

The role of the HR/Payroll Coordinator is to provide high level administration and coordination support across all Human Resources functions, as well as assisting in the development and implementation of Human Resources initiatives and projects. The role provides this support to the Manager HR, the wider HR Team as well as directly to people leaders across the Ministry.

### What you will do | Te mahi

This role is responsible for:

#### ***Administration of the HR function***

- Providing administrative support for the whole HR function across payroll admin and position management, recruitment and selection, induction and on-boarding, learning and development, remuneration and job sizing, performance management, policy and procedures, collective bargaining and employment exits.
- Manage, monitor and reply to various inboxes for the HR team.
- Develop all employment documentation, ensuring compliance with relevant legislation, employment agreements and policies.
- Ensure the maintenance of accurate records on positions, job descriptions, remuneration ranges, organisational structure charts and maintaining our central databases.
- Proactively follow up on upcoming fixed term/secondment end dates and other workflows.
- Participate in, as well as provide administration and coordination support for HR projects and initiatives.
- Promote and role model the values and goals for the Ministry including good employer principles and practices and expected high standards of integrity, ethics and behaviour
- Coordinating and providing input into HR team responses in respect to Official Information Act requests (OIA), Parliamentary Questions (PQ), Select Committee Questions (SCQ), annual review and estimates, and other Parliamentary requests, as required.

### **HR system and process maintenance**

- Develop, implement, review and maintain HR administrative systems and processes to ensure effective provision of service and accuracy.
- Maintain all records on the HR systems in line with changes to contracts/agreements, salary reviews, salary ranges, market information, and any other information that is relevant to this system, whilst ensuring complete accuracy and confidentiality.
- Entering all fortnightly payroll changes into agreed formats/documents for processing for the Senior Payroll and Reporting Analyst to process.
- Maintaining the integrity of the payroll information we hold.
- Maintain and electronic personnel files.
- Develop proficiency and provide support for employees using our payroll system to be the Ministry expert.
- Coordinate monthly and quarterly HR reporting material for the Ministry.
- Assist the HR team with event management where required.
- Assist with induction and on boarding processes, including Health and Safety.
- Facilitate onboarding and exit interviews where required.
- Ensuring compliance with all required policies, practices and formats of all HR and payroll documentation.

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
Finance	HR Professional bodies
Senior Leadership Team	Unions and staff representatives
All managers and staff	External Providers/Consultants
	Government agencies and other organisations

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

- Strong numerical ability
- Proven ability to multi-task
- Proven customer service experience.
- Proven interpersonal, relationship building and networking skills.
- Ability to use discretion, you know what is and is not appropriate to share with others.
- A strong eye for detail and accuracy is essential.
- Ability to work at pace, set priorities and manage multiple/tight timelines.
- Excellent written and verbal communication.
- High level of proficiency in Microsoft Office tools and products (e.g. Word, Excel, Outlook, PowerPoint, Visio).
- Proven experience in a coordination/administration role.
- 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.
- Experience in managing external supplier relationships.
- A tertiary qualification (or working towards one) preferably in Human Resources or 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:



### Rangatiratanga

Empowering  
and Leading



### Kaitiakitanga

Guardianship and  
Protection



### Whanaungatanga

Collaboration  
and Unity



### Manaakitanga

Caring for and  
valuing others

## 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 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.

### HONEST & COURAGEOUS

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

### CURIOUS

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspective – to make fit for purpose decisions.

### SELF-AWARE & AGILE

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

### RESILIENCE

Show composure, grit, and a sense of perspective when the going gets tough – to help others maintain optimism and focus.