

Tūranga Mahi / Position Description: Payroll Administrator – Intermediate Level

Nāu te rourou, nāku te rourou ka ora ai te iwi
With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- **Performance Orientation:** A high performer consistently delivering performance outcomes
- **Solutions Focused:** Committed to customer-centred continuous improvement
- **Teamwork:** Contributes effectively within a team providing leadership where appropriate
- **Relationships:** Well-developed interpersonal, and relationship engagement and management skills
- **Collaboration:** Works collaboratively across teams and functions within a matrix organisation
- **Accountability:** Willingly takes accountability and engage in problem solving
- **Te Ao Maori:** Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Payroll Administrator – Intermediate Level
RANGATIRA - REPORTS TO:	Payroll Manager
KĀHUI - GROUP:	Finance
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To work with the Payroll Manager by assisting with the day to day BAU processes for payroll including compliance with legislation and the appropriate contractual obligations under collective or individual employment agreements.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: <ul style="list-style-type: none"> • Nil • •
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	<ul style="list-style-type: none"> • Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • Finance • People & Culture • Community Experience • RNZ
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	<ul style="list-style-type: none"> • Contracted service providers • Technical professionals in your field • Auditors • IRD

NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	<p>Administer Council's five payrolls</p> <ul style="list-style-type: none">• Maintain the pay runs for Council payrolls:<ul style="list-style-type: none">○ RLC○ RED○ Councillor's○ Contractors○ RLC Wkly –○ As at January 2025 with total annual salary payments of \$50m.• Assist the Payroll team to ensure Council complies with all relevant Employment Acts including but not limited to: The Holidays Act, Wages Protection Act, and Employment Relations Act.• Assist the Payroll team to ensure each weekly and fortnightly pay run is accurate and paid on time.• Reconcile and initiate fortnightly PAYE returns and payments when needed.• Administer payroll deductions for IRD, court orders, fuel card, social club etc <p>Payroll best Practice</p> <ul style="list-style-type: none">• Ensure that Council maintains best practice in payroll management and reporting• Follow guidelines for policies, systems use, and processes.• Assist with tasks to ensure Payroll Best Practice is maintained as requested by the Payroll Manager <p>Payroll Communication and advisory</p> <ul style="list-style-type: none">• Provide effective payroll communications and advice to all stakeholders of payroll• Assist with monthly and adhoc reports for Finance, People and Organisational Development, and senior managers.• Ensure all staff pay queries are resolved in a timely and clear manner. <p>Support Payroll team</p> <ul style="list-style-type: none">• Support a positive working environment.• Engage with the Payroll team to ensure a supportive, collaborative, friendly and professional environment is maintained.• Cover for the Senior Payroll Advisor in the event of leave or illness• Be open to learning opportunities both on the job and by attending relevant training courses and briefings. <p>Adhoc projects and requests</p> <ul style="list-style-type: none">• As required <p><i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i></p> <p>There will also be the annual delivery of agreed KPIs.</p>
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TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<p>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required</p> <ul style="list-style-type: none"> • Proven and relevant payroll experience in a medium to large payroll function of a complex organisation at a junior or intermediate administrator level preferred <p>Desirable</p> <ul style="list-style-type: none"> • Exposure to Pay Global and/or DataPay payroll software • Previous local government experience
<p>NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Be deadline and delivery conscious with the willingness to work in a fast-paced environment, show aptitude for dealing with ambiguity, and developing strong problem solving skills. • Analytical ability, attention to detail, high quality standards and excellent organisational skills. • Understanding of the local government framework. • A history of being a high performer who consistently delivers agreed performance outcomes. • Good communication skills, both written and verbal. • Ability to work collaboratively in a team to get things done. • Ability to understand, and carry out documented procedures and processes. • The ability to make efficient use of the time available, set objectives and meet deadlines. • The ability to work independently, under pressure, achieve high standards, and still be part of a team environment • Knowledge and understanding of payroll processes and employment legislation interpretation and requirements

**NGĀ UARATANGA -
VALUES:**

**Tatou Tatou – We Together
Kotahi Tatou – One Community – One Team**

WHY WE DO IT.....

We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others

HOW WE DO IT.....

We do this by working in partnership, making it simple and solutions focused

WHAT WE DO.....

We provide quality services for our community and people to prosper

OUR CORE VALUES – PEOPLE FIRST

RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate

HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding

ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive

INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised

INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered

BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences