Payroll Officer

Position Details

Reports to: Payroll Team Leader

Location: Police National Headquarters

District/Service Centre: Police National Headquarters

Shift work/non shift work: Non-shift work

Group: People Group

Remuneration range: Band C

PHPF Level Purpose: Individual Contributor

Employee Type: Police Employee

Direct reports: Nil

Delegated financial authority: Nil

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

People Group

The New Zealand Police People Group exists to enable and support managers and employees in their day-to-day people related activities and to deliver on *Our Business*. People Group specialists provide advice and services to more than 12,000 employees of NZ Police. Particular emphasis is placed on supporting NZ Police's 2100 supervisors and managers to improve leadership and management capability.

The Payroll team's primary objective is to ensure that all NZ Police employees are paid accurately and in a timely manner.

In 2017 NZ Police introduced a new Human Resources Management Information System (HRMIS) called MyPolice. MyPolice is the integration of three systems:

1. SAP for managing payroll
2. Kronos for managing workforce scheduling
3. SAP SuccessFactors for managing training and learning

These three systems deliver the HR, payroll, rostering & scheduling, financial management and learning management requirements of NZ Police.

Purpose

The purpose of the People Group is to enable our people to deliver *Our Business*.

To support the delivery of this outcome, Payroll Officers work as part of the Payroll team to process our payroll to ensure that all employees are paid in an accurate and timely manner in accordance with relevant terms and conditions of employment agreements, NZ Police policy and relevant legislation.

Accountabilities

1. Be safe and feel safe

- Foster a safe environment by integrating safety and health into all aspects of work practices
- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. Service delivery

- Assess and prioritise required actions to deliver on assigned transactional workload to enable the delivery of an accurate and timely payroll
- Apply contractual conditions and legal requirements as per relevant legislation (e.g. the Holidays Act) and collective and individual employment agreements
- Ensure data is entered accurately and in accordance with our employment agreements, policies, procedures and relevant legislation to meet payroll fortnightly timeframes
- Taking action to recover overpayments
- Provides high quality support and advice in a timely manner to our employees about payroll and related employment condition matters
- Contribute to continuous improvement in the development of payroll policies, procedures and training material to ensure ongoing compliance with legislation, employment agreements and policies
- Other pieces of work as requested by the Payroll Manager or Payroll Team Leaders

3. Relationship management

- Contributes to the HRMIS supply chain by working collaboratively with other functional areas both within and external to People Group.
- Respond to requests for service in a professional, customer friendly and timely manner
- Amends approaches to different situations when it is apparent that a method communication is inappropriate or ineffective
- Works effectively as part of a team, willingly assisting others to achieve process deadlines.
- Supportive and respectful of other team members

4. General management

- Approach tasks, challenges and difficulties in a positive and energetic manner
- Demonstrate a willingness to learn new skills, develop and meet new challenges to improve your professional skill set
- Maintain confidentiality at all times
- Prepare word documents, reports, submissions, proposals and communications using a convincing, plain English writing style

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. Potential to perform well in the position, given a reasonable period of time for familiarisation and/or training
2. Personal attributes and temperament relevant to the position

Skills:

- Ability to produce accurate work, sometimes under pressure, and willingness to work as part of a team
- Good numeracy, verbal and written communication skills
- Knowledge of relevant employment legislation, including but not limited to the Holidays Act, the Employment Relations Act, the Wages Protection Act and the Privacy Act
- Personal attributes and temperament relevant to the position

Experience:

- A background in NZ payroll processing (ideally at least two years' experience)
- Working in end-to-end payroll systems

Competencies:

Communicate

Ask questions to check understanding, consider how message may be perceived by others and assess consequences before taking action

Solve

Seek others' input when considering solutions, recognise when to ask for help and consider multiple sources of information

Deliver

Demonstrate personal commitment to delivering a high standard of work, seek and respond to feedback from others and manager time effectively to achieve objectives

Pre-Employment Checks

- A non-core Children's Worker security check is required