



AROHANUI HOSPICE

JOB DESCRIPTION

Date:	December 2011
Position:	HR & Payroll Officer
Salary Range:	\$45,600 to \$48,100 (for full time hours)
Responsible to:	Support Services Manager
Hours:	Part time (0.75FTE)
Functional Relationships:	Chief Executive Director of Palliative Care Director of Clinical Services Director Operations and Community Relations Clinical Staff Operations Team Support Services Colleagues

Purpose

To provide timely and accurate payroll services.

To provide Human Resource processes, advice and information to Hospice staff and managers.

To assist the day to day management of Health & safety and to provide administrative assistance to the Health and safety Committee

Duties and Responsibilities:

General HR Duties

- Ensure recruitment needs are met in a timely and effective manner, including managing the recruitment and selection process (advertising, receiving applications etc.) in consultation with the relevant Manager/Team Leader
- Assist with the development of job descriptions, interview questions and assessment criteria as required
- Provide administration support for interview process, monitor process and respond to unsuccessful applicants
- Ensure all appointment documents are completed and signed including employment agreement, confidentiality agreement, police check forms etc.
- Ensure all new clinical staff members fill out and return an Infection Prevention Health questionnaire before they begin work.

- Assist Manager/Team Leaders to organize and deliver orientation and induction for every new staff member
- Update HR.net and payroll with new appointee details
- Ensure that the service complies with all legal parameters related to employment of staff
- Participate in planning for service development and delivery, in support of the Senior Management Team.
- Responsible for the development, consultation and distribution of Human Resources policies and procedures.
- Provide training and resources for any human resource functions such as appraisals.
- Provide employment advice to the Chief Executive or other senior staff as required
- Support the Chief Executive and other senior staff with any staff-related issues such as disciplinary matters involving staff
- Prepare letters for staff, drafts for managers and action salary reviews
- Assist the Chief Executive with the negotiation of collective employment agreements if required
- Provide statistics and budgetary information as required.
- Assist with advice on market remuneration as and when required
- Maintain up to date personnel files

Payroll

- Ensure that payroll records are kept up to date with law changes and contractual entitlements such as salary changes
- Complete fortnightly payroll entry from staff timesheets ready for checking by Support Services Manager
- Ensure that timesheets are accurately recorded and that timesheets and leave forms are provided and approved by the delegated manager
- Ensure that entitlements claimed for payment meet the contractual provisions of the staff members including leave balances
- Ensure the correct coding of pays
- Assist the Support Services Manager to reconcile the payroll
- Prepare final pays on the date of termination for checking
- Provide reports as required
- Action collective/individual bargaining changes to salaries/entitlements when approved by the Chief Executive
- Action salary reviews and new starts

Health and Safety

- Provide administrative and advisory assistance to the health and safety Committee; this can include taking meeting minutes, drafting policies and documents and/or providing information on practice
- Manage the day to day Hospice accident investigation and rehabilitation processes in conjunction with the Clinical Quality Coordinator and prepare reports to the health and Safety Committee

