



Date: June 2019
Position: Human Resources & Payroll Administrator
Salary Range: \$50,000 to \$65,000 (pro-rated)
Responsible to: Human Resources/Payroll Officer
Hours: 24 hours per week, 0.6 FTE

Functional Relationships:

Internal
Chief Executive
Human Resources/Payroll Officer
All members of the Senior Leadership Team
All people leaders
Medical and Clinical Staff
All Arohanui Hospice Staff

External:
IMS support team
Credentialing agencies
Registration bodies
Legal advisors
Union organisations including NZNO and ASMS
Kiwisaver providers
ACC and WINZ

PURPOSE

To provide Human Resources and Payroll administrative support to the Human Resources / Payroll Officer and Arohanui Hospice as follows:

- provide modern and effective Human Resource and Payroll administration services to Arohanui Hospice People Managers and staff as appropriate.
- provide timely and accurate payroll services.
- assist and support the recruitment activities of Arohanui Hospice
- provide work in accordance with the Arohanui Hospice Excellence Framework – attached.

DUTIES & RESPONSIBILITIES

Administration for Human Resources and Payroll

Provide administration support to the Human Resources/Payroll officer as required, including:

- Providing correspondence as needed e.g. formal acknowledgement of employee resignations, certificate of service
- Ensuring changes to employee records and documentation are processed in a timely and accurate manner to ensure the employee’s records are
- Responding to employment enquiries and follow through or escalate as appropriate

- Ensuring employee documentation is manually and/or electronically filed in the appropriate systems and folders, with the appropriate level of confidentiality
- Ensuring all people policies, procedures and forms are accessible within the Human Resources / Payroll office, updates are raised with relevant personnel allowing time for review and updating
- Assist with the provision of timely and accurate People Metric reports as required by the reporting schedule and where not required within the schedule, as directed by the Human Resources / Payroll Officer.
- Research personnel and payroll files for historical information in preparation for meetings, disciplinary procedures, investigations, performance appraisal and any other employment activities as required
- Take and type up minutes for meetings as requested
- Support the HR /Payroll Officer to participate in planning for service development and delivery, in support of the Senior Management Team.
- Interact as appropriate with a range of external providers ie. professional registration bodies, Employment Lawyers and Business Central partners etc

Payroll

- Complete fortnightly timesheet entry into the Payroll Management System (currently IMS) no later than 12 noon every Tuesday of pay week ready for checking
- Ensure that timesheets are accurately completed and that timesheets and leave forms are provided and approved by the relevant people manager
- Ensure that entitlements claimed for payment meet the contractual provisions of the staff members including leave balances
- Ensure the correct coding of pays
- Ensure post payroll processing reports are run and sent to the appropriate person
- Assist the reconciliation of payroll
- Undertake regular payroll data entry checking and auditing
- Maintain the Payroll Entry procedure document ensuring procedures are kept up to date
- Assist with the processing of non-routine payroll activities
- Provide payroll reports and participate in annual audits as required
- Action changes to salaries/entitlements within the Payroll Management System when approved by the Chief Executive and as directed by the Human Resources/Payroll Officer
- Ensure effective liaison with external agencies ie. IRD, ACC, KiwiSaver providers as appropriate

Recruitment

- Monitor the recruitment process ensuring the tracking system is kept up to date and the recruitment process is recorded within the system
- Respond and provide support to candidates
- Monitor candidates and complete recruitment tasks within the recruitment system
- Maintain an overview of the recruitment process keeping required actions fluid and responsive and providing people managers with resources and reminders wherever needed to maintain the integrity of the recruitment process

- Assist people managers with the development and updating of position descriptions and interview guides as required ensuring document frameworks are kept compliant and consistent throughout the organisations employee documentation.

Training, Professional Registration and Licensing Database

- Maintain training, professional registration and licensing records within the relevant system (currently HR Net)
- Reminders are created and forwarded to the relevant personnel to ensure the Professional Registration of all relevant staff is kept current and the organisations compliance with the relevant regulations is ensured. Any noncompliance issues are escalated appropriately and immediately
- Regular review of Driver License statuses and expiries is conduct. Reminders are created and forwarded to the relevant personnel to ensure compliance with the Arohanui Hospice Transport policy and insurance requirements

Demonstrate acceptance and understanding of the Treaty of Waitangi and its principles

- Integrate the principles of the Treaty of Waitangi into practice wherever practical
- Is aware of appropriate cultural protocols and practices of Arohanui Hospice services.
- Develops partnerships with AH teams and stakeholders as appropriate.

Health & Safety

- Take responsibility for the health and safety of yourself and others, in partnership with the organisation
- Ensure all hazards are identified and reported

Person Specification

Skills, Qualities & Experience – Essential

- Minimum 3 years in an administrative role
- Previous experience in HR and/or payroll administration
- General understanding of employment and payroll related legislation
- Intermediate to advanced level competency in Microsoft Office products including Word, Excel and PowerPoint
- Ability to communicate effectively, both verbally and in written format
- Demonstrates accuracy and attention to detail in all aspects of their work
- Ability to successfully resolve issues and problems
- Ability to cope under pressure and multi task
- An ability in using initiative
- High degree of professionalism and confidentiality



Skills, Qualities & Experience – Desirable

- Qualification with Human Resources component e.g. Diploma in Business
- Demonstrated understanding of employment legislation requirements
- Working knowledge of recruitment systems
- Working knowledge of collective agreements
- General understanding of Human Resources best practices
- Experienced in the use of specialised Human Resources and/or Payroll technology and systems

Signatures

Supervisors Name	
Signature	Date:

Position Holders Name	
Signature	Date:

Guiding Principles	'Principles in Action' requirements and indicators
Patients, families and whānau are at the centre of everything we do	<ul style="list-style-type: none"> • Place support, care and education for patients and families as first priority • Ensure care, decision-making and care planning is based on a respect for the uniqueness and diverse needs of the patient, their caregiver/s and family • Facilitate active partnerships between patients, families, whānau, carers, staff and volunteers
We are committed to honest, transparent and visible processes that reflect our core values	<ul style="list-style-type: none"> • Incorporate opportunities for open discussion within processes • Enable easy access to knowledge and resources
Staff and volunteers - our most valuable assets - buy-in, engage with, and grow through the journey to excellence	<ul style="list-style-type: none"> • Participate in two-way communication that grows understanding and fosters discussion around Framework principles, processes and initiatives • Ensure staff know where they fit and how they can influence the journey to excellence • Recognise excellence in organisational practices, care delivery, education, research and support services • Develop professionalism and expertise through: <ul style="list-style-type: none"> ○ a variety of modern approaches to provide staff/volunteer enrichment ○ forums to share ideas ○ workforce development that supports a range of health care settings ○ evaluation that informs professional development
Ongoing evaluation within service delivery supports continuous learning and improvement	<ul style="list-style-type: none"> • Align systems with evaluation processes • Measure what matters - use evaluation to identify and implement improvements that add value to service delivery • Be ready and willing to respond and adapt to changing needs and / or new opportunities identified through evaluation • View evaluation as an essential enabler to excellence within all aspects of service delivery
Arohanui Hospice is recognised as an organisation that embraces diversity, equity and inclusivity	<ul style="list-style-type: none"> • Ensure care delivery and organisational practices can adapt to meet diverse needs – cultural / ethnic, gender, sexual orientation, religion / beliefs • Be transparently inclusive • Act as a leader in cultural integration • Be responsive to the needs of cultural and minority groups • Treat all with courtesy, equity and fairness
Governance and leadership establishes and motivates support for an excellence-focused culture	<ul style="list-style-type: none"> • Leadership drives the delivery of strategy, actively seeking staff contribution to service delivery improvement and innovation • All staff are able to demonstrate leadership and a high level of specialist knowledge in palliative care • Resources are prioritised (people, funding, process and technology improvements) towards excellence-focused initiatives • Continually reference Arohanui Hospice's mission, vision and values within the drive for excellence
We build and sustain organisational capability and resilience	<ul style="list-style-type: none"> • Attract, retain, support and develop the highest quality work force • Look first to harness the best use of current resources • Be realistic about what is achievable • Focus on building capabilities that in turn build resources: <ul style="list-style-type: none"> ○ Use deliberate processes to develop skills and knowledge ○ Develop partnership and support networks ○ Establish sources for expert advice ○ Publicise achievement and evidence-based stories of excellence within palliative care to establish organisational credibility