

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE:	Team Leader - Payroll Input
DEPARTMENT:	Payroll section, HR Services
SCHOOL / DIVISION:	Human Resources Division
REPORTS TO:	Payroll Manager
DIRECT REPORTS (FTE):	6.0 FTE
INDIRECT REPORTS (FTE):	0.0 FTE

1. PRIMARY PURPOSE OF THE ROLE:

To deliver a client focussed payroll service for the maintenance of core employee data. This includes leading a team; coordinating tasks; resolving issues; enabling a high performing work culture; and ensuring resources are deployed and used effectively and efficiently.

2. ACCOUNTABILITIES:

- Lead a team to achieve organisational and team goals and objectives, aligned to expected outcomes. This includes monitoring and evaluating individual and team performance, to support and enhance individual and team development and achievements.
- Coordinate and allocate workload ensuring the delivery of client focused services is well planned and managed. This includes maintaining a strong awareness of seasonal workloads and responding positively to changes in demand.
- Undertake a range of core payroll input tasks, in accordance with procedures, policies, and legislation, resulting in the accurate maintenance and checking of employee data. This requires an understanding of process flow, connection between steps, risk, and impact of decisions.
- Review, analyse and verify payroll information, reports and documents for accuracy, making necessary adjustments or corrections through established procedures.
- Provide information or advice to staff on a range of payroll related processes and queries. This includes building positive working relationships and presenting in a range of forums.
- Work collaboratively to improve and streamline processes and service consistency. This includes implementing agreed changes and positively communicating to the team.
- Ensure all relevant documents are actioned and retained to meet information management and audit requirements. Contribute to internal and external audits.
- Confidential management of payroll information including ensuring the integrity and security of data.
- Keep up-to-date with current legislative requirements, employment agreements, and University policies and procedures.
- Behave in accordance with the University's Values of Respect, Integrity, Curiosity, and Community.
- Demonstrate a commitment to the Māori Strategic Framework, Pacific Strategic Framework, and Sustainability Framework.

3. KEY RELATIONSHIPS:

Internal

- Team Leader – Payroll Processing
- HR Administration Manager
- HR Advisory team
- Promotions and Remuneration team
- Finance Services Division team
- Health and Safety team
- Risk and Audit team
- University Staff

External

- Ministry of Social Development
- Accident Compensation Corporation

4. QUALIFICATIONS & EXPERIENCE:

Essential

- Leadership experience of a team.
- Sound experience of coordinating high volume workflows.
- Strong payroll experience, preferably in a large volume and/or complex payroll environment.
- Knowledge of employment legislation i.e. Holidays Act, Taxation, Wages Protection, Employment Relations.
- Experience in the provision of excellent solution focussed client service including the ability to effectively influence.
- NCEA (min level 2) or equivalent recognised qualification.

Preferred

- Experience in improving processes and services.
- Experience in online service delivery.

5. TECHNICAL SKILLS & KNOWLEDGE:

- Ability to effectively communicate across multiple mediums, including in-person and online.
- Ability to establish networks and credibility based professional working relationships.
- Proficiency in using a complex payroll system and the Microsoft suite of programmes.
- Strong working knowledge of payroll and relevant employment legislation.
- Sound analytical skills and attention to detail.
- Proficiency in continuous improvement and problem-solving frameworks and processes.
- Excellent organisational skills, such as time management and prioritising.
- Ability to work as a supportive and co-operative team member.
- Accepts responsibility for work activities, behaviour and personal development.
- Ability to work in an agile, adaptable, flexible manner and respond quickly when situations change.
- Ability to maintain strict confidentiality.

6. SPECIAL REQUIREMENTS:

Able to work extra hours in times of high workload, should that be required.

7. DIRECT BUDGET ACCOUNTABILITY:

No direct budgetary responsibility.

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks, and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors, and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.