

POSITION DESCRIPTION

Position:	Kaipāneke Taioro Tangata (People & Performance Administrator)	
Team:	Te Taituarā (Business Unit)	
Reporting to:	Kaihautū Taituarā (Business Manager)	
Staff Responsibility:	Nil - Collegial support to other Taituarā kaimahi	
Job Purpose:	<p>Te Taioro Tangata is part of Te Taituarā (Business Unit) and aims to encourage an organisational culture where people are healthy, happy and feel valued. This team contributes to the organisation's strategic mission through:</p> <ul style="list-style-type: none"> Obtaining the right people Ensuring kaimahi are happy and feel well supported to meet their potential Maintaining effective performance and people development <p>The key responsibility of this position is to ensure the delivery of high-quality payroll and personnel services to the kaimahi of Te Oranganui.</p>	
Accepted by:	Employee Signature:	Date:
<<NAME>>		

Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has eight service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The eight services are;

Waipuna	Primary Health & Medical
Taihāhā	Disability Support
Waiora Hinengaro	Mental Health and Addiction Services
Toiora Whānau	Whānau & Community
Puawai Whānau	Tamariki & Whānau
Waiora Whānau	Health & Wellbeing
Whakahaumanu Mana Tāne	Clinical Services Corrections
Taituarā	Business Unit

Vision Korowaitia te puna waiora, hei orange motuhake mō te iwi

Mission Statement To empower whānau into their future

Values

Tika	Excellence in how we do things
Whānau	At the centre of everything we do
Pono	Act with honesty and integrity
Mahitahi	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

Key Result Area 1. Recruitment

- 1.1. Support recruitment activities as directed by management including recruitment advertising, interviews coordination, validation of credentials and professional registrations, references, vetting and criminal history checks;
- 1.2. Support management with the development and maintenance of recruitment tools e.g. procedures, templates and recruitment testing;
- 1.3. Coordinate pōwhiri and other induction activities relevant for new kaimahi appointments.

Key Performance Indicators

- Up to date advertising in appropriate media
- Timely reference and vetting checks
- Appropriate credentialing and professional registration checks

Key Result Area 2. Payroll

- 2.1. Pay kaimahi in a timely and accurate way while meeting all legislative requirements relating to such payments;
- 2.2. Ensure all relevant deductions from wages, including (but not limited to) income tax, KiwiSaver, union fees, organisation debt etc. are made and documented;
- 2.3. Ensure that coding and calculation of pays are processed correctly, including pays outside the weekly cycle, and the electronic payment of salaries and wages is completed successfully;
- 2.4. Reconcile Te Oranganui's wage and tax records and transmit data to Inland Revenue working with the Kaipāneke Kete Pīpī to ensure filing and payment is made on time;
- 2.5. Complete PAYE and ACC returns and other returns as required, including (but not limited to) KiwiSaver and WINZ etc.;
- 2.6. Maintain a comprehensive payroll "living" desk manual and assist with the production of payroll processes, systems and policies;
- 2.7. Respond to leave and payroll queries from kaimahi and managers within a 48 hour timeframe;
- 2.8. Complete any other payroll related projects;
- 2.9. Accurately maintain the organisation's payroll systems currently DataPay, Direct Access Datacom and Carecall, and any other such systems that from time to time the organisation decides to deploy

Key Performance Indicators

- All kaimahi are paid on time
- Payroll discrepancies are addressed within two hours of notification
- Accurate and timely filing for organisational compliance (no penalties incurred)

Key Result Area 3. Human Resources Information Systems

- 3.1. Administer the Human Resources information system (both electronic & hard copy versions) to an accurate standard at all times;
- 3.2. Provide troubleshooting support to staff and other users as requested;
- 3.3. Produce accurate and timely reports on turnover, demographics etc. when required;
- 3.4. Undertake systems audits for quality assurance;
- 3.5. Support production and maintenance of HR processes, systems, manuals, policies and templates;
- 3.6. Ensure that all employment documentation and templates are aligned to organisational standard and develop (and maintain) a review process for this;
- 3.7. Develop and maintain a comprehensive desk manual with all regular HR tasks and responsibilities clearly outlined;

Key Performance Indicators

- Human Resources information systems are accurate and up to date

- Regular audits of HR files completed to ensure information is accurate and there are “no gaps”
- Employment documentation contains accurate information and is compliant at all times

Key Result Area 4. Knowledge & Relationships

- 4.1. To stay abreast of developments and work constructively with colleagues to build a strong customer service focus to kaimahi that will enhance the service provided to whanau;
- 4.2. Continuously build your knowledge base on the developments of human resource best practice working to understand the other key result areas expected of Taioero Tangata;
- 4.3. Work across Te Taituarā when required to ensure that internal kaimahi experience a seamless & positive Te Taituarā experience;

Key Performance Indicators

- Ongoing development evidenced by growing skill base
- Positive feedback on support provision from kaimahi and Managers

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc.
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring.
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times.
- Provide reception cover as and when necessary including (but not limited to) rest and meal breaks or to cover planned and unplanned leave.
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times.
- Proactively promote Te Oranganui in a positive light in all activities.
- Actively participate in ongoing professional development.

The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed

PERSON SPECIFICATION

Experience & Qualifications

- Tertiary level qualification (Level 6 or higher) in Human Resources or Business Administration or commitment to attain one within two years
- Knowledge of human resources information systems
- At least 2+ years' experience in a similar role

Essential skills

- Strong computing skills including the Microsoft Office suite
- Accuracy and attention to detail
- Organisation skills
- Manage multiple priorities
- Sound judgement and analysis
- Ability to work under pressure

Personal Attributes

- Commitment to whānau, hapū and Iwi
- A friendly "Can Do" attitude
- Ability to converse and understand Te Reo Māori me ōna tikanga
- Ability and willingness to work positively as a member of a team

Physical Attributes – Administration positions

- Occasional lifting up to 10 kg
- Must be able to work in an office environment
- Manual dexterity needed for keyboarding and other repetitive tasks
- Sitting for extended periods of time
- Hearing and speech sufficient to communicate with others enabling direct and telephone communication
- Visual ability sufficient to read accurately, write/record in a legible manner and perform normal duties of this position

Other Requirements of this Position:

- Current clean, NZ full driver's license
- Must be able to pass Te Oranganui's background check process