

Position Description

Employment Agreement:	National Admin Agreement
Position Title:	Collective Agreement Implementation Specialist
Service & Directorate:	People & Communications - Payroll
Location:	Wakari
Reports to:	Payroll Manager
DHB Delegation Level:	
Band:	6D
Date:	August 2024

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing

We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

Promote the integration of health services across primary and secondary care services

Seek the optimum arrangement for the most effective and efficient delivery of health services

Promote effective care or support for those in need of personal health or disability support services

Promote the inclusion and participation in society and the independence of people with disabilities

Reduce health disparities by improving health outcomes for Māori and other population groups

Foster community participation in health improvement and in planning for the provision of and

changes to the provision of services

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and

environmental responsibility

PURPOSE OF ROLE
To Implement and monitor Collective, Individual and Derived Employment Agreement rules within DataPay and Time & Attendance.
Organisational Impact
Implement new CEA and IEA's and Derived IEAs as required

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
Managing and Measuring Work	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
Listening	Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
Informing	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information.
Process Management	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient workflow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.

KEY RELATIONSHIPS	
Within Southern	External to Southern
<ul style="list-style-type: none"> • Senior Application Analyst/Team Leader 	<ul style="list-style-type: none"> • All District Payroll Managers and employees
<ul style="list-style-type: none"> • Payroll Manager. Payroll Team Leader and Payroll/HRIS Administrators 	<ul style="list-style-type: none"> • GM Payroll HR & Support
<ul style="list-style-type: none"> • Payroll Reporting Analyst 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • HR Helpdesk Team Lead 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • HR Managers 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Employee Relations Specialist 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Recruitment Manager 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Managers 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • All employees 	<ul style="list-style-type: none"> •

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> Business Degree or similar 	
Experience	<ul style="list-style-type: none"> 10+ years NZ payroll experience 5+ years' experience in a large complex payroll environment 5+ years working in an environment with multiple collective agreements 	
Knowledge and Skills	<ul style="list-style-type: none"> Sound understanding of the Holidays Act 2003, Parental Leave Act, KiwiSaver Act and Wages Protection Act 	
Personal Qualities	<ul style="list-style-type: none"> Sound written and oral communication skills. Commitment to customer service 	

KEY RESULT AREAS	Expected Outcomes for all People DST Coordinator
Implement new CEA and IEA's and Derived IEA's as required	<ul style="list-style-type: none"> Work with the Employee Relations Specialist on the implementation of new CEA's, IEAs, and Derived IEA's. All agreements will be implemented within the agreed timeframes. That rules are tested within DataPay and Time & Attendance. Manage the union lists and updating of records in DataPay. Oversee the updating of employee information because of agreement changes
Ensure that employees on CEA's and derived IEA's pay scales are maintained and leave groups are correct	<ul style="list-style-type: none"> Regular auditing shows employees on CEA's and Derived IEA are on the correct pay scales and leave rules. Robust and sustainable processes are in place to ensure the accuracy of the information today and in the future
Work with HR Helpdesk Team Lead to create an exceptional customer experience through our processes and interactions	<ul style="list-style-type: none"> Training is in place for the HR Helpdesk & Payroll team as part of our commitment to upskill and increase knowledge across the team. The HR Helpdesk team can respond to queries through training and an improved knowledge of the agreements.
Time & Attendance and DataPay are compliant with the CEA's	<ul style="list-style-type: none"> Routine checks indicate compliance with the CEA's.

Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for Te Whatu Ora – Health New Zealand, Southern’s Organisational Values.</p>	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. You produce work that complies with the organisations processes and reflects best practice. Research undertaken is robust and well considered. Live and support the organisations values in everything you do.
Professional Development – self	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> Training and development goals are identified/agreed with your manager. Performance objectives reviewed annually with your manager. You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with Te Whatu Ora, Southern Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> You understand and consistently meet your obligations under the organisations Health and Safety policy/procedures. You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day-to-day basis.</p>	<ul style="list-style-type: none"> <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date