



# Job description

## Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Manager Payroll

### People & Capability, Organisational Capability and Services

The purpose of this position is to provide leadership to the Payroll team to develop and deliver accurate and timely payroll services.

- **Reporting to:** Manager HR Operations
- **Location:** Wellington
- **Salary range:** Corporate H

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### What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

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### How we do things around here – our principles



#### We make it easy, we make it work

- Customer centred
- Make things even better

#### We're stronger together

- Work as a team
- Value each other

#### We take pride in what we do

- Make a positive difference
- Strive for excellence

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### Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other



agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

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## Spirit of Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Develop, support and retain a highly effective team of Payroll professionals to deliver high quality services</li> <li>• Ensure the Department has ongoing capability to provide robust payroll and P&amp;C information services</li> <li>• Ensure policies, procedures and operating standards are maintained and regularly reviewed</li> <li>• Provide context, translate and communicate the Department’s direction within your team</li> <li>• Set appropriate directions, priorities and expectations for direct reports and agree the work programmes, tasks and performance</li> <li>• Ensure staff meet all performance expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour as a people leader in line with the DIA Capability framework</li> <li>• Recruitment and retention of high performing staff</li> <li>• Effective matching of resources to customer demands and needs</li> <li>• A team with clarity of roles, responsibilities and purposes and understanding of how they contribute to the achievement of People &amp; Capability, Organisational Capability and Services and DIA strategic objectives</li> </ul>
<p><b>Delivery of Services</b></p> <ul style="list-style-type: none"> <li>• Pay employees including inputting changes to the payroll system such as adding new appointees, cessations, promotions, transfers, payment of overtime, salary deductions and leave without pay</li> <li>• Ensure all mandatory requirements are met in an accurate and timely way that complies with obligations to Inland Revenue, ACC, SSRSS, Kiwisaver, GSF, WINZ, and Ministry of Justice</li> <li>• Comply with all statutory and regulatory requirements, and ensure all audit requirements are fulfilled</li> <li>• Ensure the information for the HRMIS is accurate, data integrity is maintained, and processed accordingly within the timeframes required</li> <li>• Assist with the provision of high quality reporting services for business groups and the Executive Leadership Team</li> <li>• Ensure payroll best practice advice, policy and procedures are implemented</li> <li>• Provide assistance and coaching to the P&amp;C team on payroll to ensure accuracy and efficiency</li> <li>• Resolving escalated payroll issues to a satisfactory outcome</li> </ul>	<ul style="list-style-type: none"> <li>• The Department has credible payroll capability and P&amp;C database tool</li> <li>• Positive engagement with People &amp; Capability and the wider DIA</li> <li>• All payrolls are run accurately and within the required deadlines</li> <li>• Appropriate metrics and measurements are defined and reported on</li> <li>• Customer queries and issues are addressed and resolved to a satisfactory level</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Continuous Improvement and Best Practice</b></p> <ul style="list-style-type: none"> <li>Develop and implement more efficient and effective ways to deliver services as a means of gaining continuous improvement and supporting the Department's strategic goals</li> <li>Identify and implement opportunities for continuous improvement for the P&amp;C team systems, processes and knowledge</li> <li>Ensure that the team are abreast of changes in appropriate legislative changes and best practice to inform delivery</li> <li>Oversee any development of the current system to meet wider departmental initiatives, vendor upgrades or any future implementations</li> </ul>	<ul style="list-style-type: none"> <li>Improvement plans are in place and are monitored</li> <li>Excellent knowledge and full documentation of payroll processes and procedures are maintained</li> <li>Initiatives are aligned to broader P&amp;C and Department systems and strategies</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>Report all incidents and hazards promptly</li> <li>Know what to do in the event of an emergency</li> <li>Cooperate in implementing return to work plans</li> </ul> <p><b>Health and safety (for team)</b></p> <ul style="list-style-type: none"> <li>Inform, train and equip staff to carry out their work safely</li> <li>Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries</li> <li>Assess all hazards promptly and ensure they are managed</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>All requirements of DIA's Health and Safety policy and procedures are met.</li> </ul>

Who you will work with to get the job done	Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
GM, People & Capability	✓	✓	✓	✓		✓
Manager HR Operations	✓	✓	✓	✓		✓
HR Business Partners	✓	✓	✓	✓		✓
Branch Managers	✓	✓	✓	✓		✓
Organisational Capability and Services Business Groups	✓	✓		✓		✓
Chief Legal Officer		✓		✓		
Finance	✓	✓	✓	✓		
Risk and Audit Committee	✓	✓	✓	✓		✓
Technology Services and Solutions	✓	✓	✓	✓		✓
External Ministers	✓			✓		

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Public Services Association	✓	✓		✓		
	Public Services Commission	✓	✓	✓	✓		
	Employers Federation		✓		✓		
	HR/Payroll System Supplier		✓		✓		
	Inland Revenue		✓	✓	✓		✓
	Accident Compensation Corporation		✓	✓	✓		
	Audit New Zealand	✓	✓		✓		✓
	HR / Payroll Professionals Network		✓		✓		

Your delegations as a manager	
Human Resources and financial delegations	F
Direct reports	7

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">People Leader</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Setting expectations</li> <li>• Encouraging innovation</li> <li>• Building effective teams</li> <li>• Identifying talent and developing others</li> <li>• Motivating others to achieve results</li> <li>• Developing business acumen</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience as a People Leader Manager</li> <li>• Demonstrated experience managing multiple complex payrolls</li> <li>• Experience in leading continuous improvement of payroll services</li> <li>• Experience in effectively managing a wide range of relationships</li> <li>• Experience in implementing relevant employment legislation</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• A working understanding of the Public Finance Act, Wages Protection Act, Holidays Act, Employment Relations Act, Privacy Act and other relevant employment legislation</li> <li>• Knowledge and experience in HRMIS/Payroll system use and development</li> <li>• Specifically, experience in iChris, Chris21 or PS Enterprise (PSe) is desirable</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Superior attention to detail, problem solving and numeracy skills</li> </ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Skilled in payroll reporting and analysis</li><li>• Well-developed communication skills including the ability to persuade and influence to obtain optimal outcomes</li><li>• Well-developed problem resolution abilities</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Nil</li></ul>