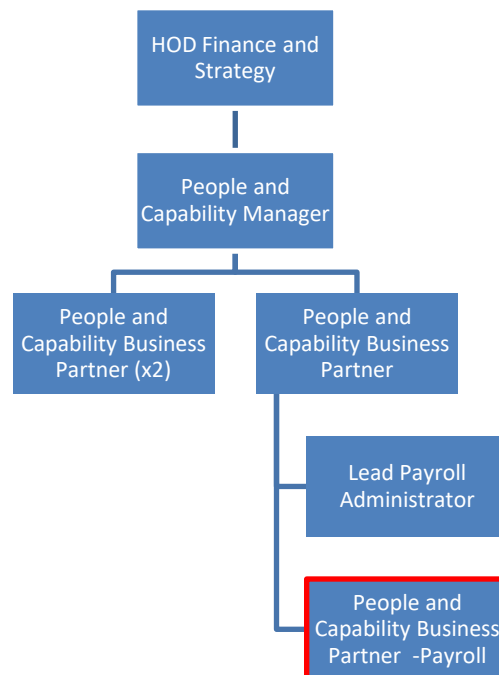


PEOPLE AND CAPABILITY BUSINESS PARTNER- PAYROLL POSITION DESCRIPTION

POSITION INFORMATION

Group	Finance and Strategy
Team	People and Capability
Reports to	People and Capability Manager
Direct Reports	
Primary Location	14 Ruapehu Street office and mobile between various Council Offices and around the District to fulfil key tasks

TEAM STRUCTURE



POSITION PURPOSE

This role is 50% payroll and 50% HR support to the People and Capability Team and to the business.

This role provides service and support for the organisation in the areas of recruitment, induction and on-boarding, payroll, HR analytics and reporting, HR administration and employment relations.

KEY RESPONSIBILITIES

Responsibility	Outcome
Payroll	<ul style="list-style-type: none"> Ensure all wage/salary rate changes are completed according to TDC and CCO procedures Provide payroll administration and run payroll processes across all pay groups. Meet taxation and audit requirements Provide information and support to Finance in regard to payroll
Recruitment and Selection	<ul style="list-style-type: none"> Ensure recruitment and selection process is followed according to TDC policy and procedures and system requirements Working with managers to ensure we recruit and select the best candidate for the roles.
HR Analytics	<ul style="list-style-type: none"> Maintain and work with IT to ensure appropriate dashboards are available with the Tech 1 suite Provide ad-hoc reports and analysis as required.
On-boarding and Induction	<ul style="list-style-type: none"> Ensure new employees are set up with all appropriate information completed Ensure new recruits are successfully on-boarded and well-adjusted into the organisation within a reasonable time frame Administer content for Transitions module and e-recruitment module
HR Administration	<ul style="list-style-type: none"> Provide administration support to the wider People and Capability Team. Administer courses initiated by People and Capability Team
Employment Relations	<ul style="list-style-type: none"> Providing support and advice to staff/managers regarding employment relations to ensure all issues are worked through with an appropriate outcome Support investigative/disciplinary processes and ensure they are conducted in a procedurally and substantially fair manner in accordance with employment legislation and TDC policies and procedures Providing support to collective negotiations
Review and/or write policies and procedures	<ul style="list-style-type: none"> Assist with the review and/or development of policy/procedures and practices to ensure alignment with TDC's values
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Take responsibility for your own health and safety Ensure your own actions keep self and others safe Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015

Responsibility	Outcome
Records and Reporting	<ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department. Produce accurate reports as required for managers and SLT
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the manager including research and development of recommendations
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Managers and Team Leaders General Staff Staff representatives 	<ul style="list-style-type: none"> Unions Job Applicants Consultants/Professional Advisors Training Providers MoBIE ACC Other Local Authorities and Government Agencies

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite | Connect | Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of Employment legislation • HR and /or Payroll experience • Relevant tertiary qualification • A current driver's licence 	<ul style="list-style-type: none"> • A tertiary qualification in Human Resources Management

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Adaptable to changing work priorities • Attention to detail • Analytical and numerical • Takes responsibility • Well organised • Ability to use initiative • Ability to develop interpersonal skills and establish professional working relationships • Team contributor 	

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Knowledge and experience of employment law and legislation and/or Payroll and/or HR OR • Graduate in a related field and/or suitable analytic and processing experience • Competent in Microsoft Word, Excel, Outlook and Powerpoint • Good verbal and written communication skills • Customer focused 	<ul style="list-style-type: none"> • Two or more years' experience in a Human Resource Role and/or payroll • Experience in Local Authority/Local Government environment

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		