

Position Description

Position	Payroll Data Analyst
Team / Service	Payroll Services
Directorate	People and Culture
District	Capital, Coast & Hutt Valley and Wairarapa Districts
Responsible to	Lead Data Analyst HRIS Information / Payroll Systems Administrator
Children's Act 2014	This position is not children's worker, requiring a safety check with Ministry of Justice vetting before commencing
Location	This position is expected to work primarily from Te Whatu Ora located in Queens Drive Lower Hutt

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

Mana whakahaere Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

Mana motuhake Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

Mana tāngata Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

Mana Māori Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Payroll Services Perspective

Payroll Services is located at Te Whatu Ora Queens Drive Lower Hutt, we are part of the People and Culture Group. We provide payroll services for both Hutt Valley and Wairarapa Hospitals. We process pays for approximately 2400 employees at Hutt Valley and 650 employees at Wairarapa. Key service and functional relationships are with management and their employees and are supported in conjunction with Finance, Human Resources and Information Services.

Payroll Services are primarily responsible for ensuring the delivery of accurate and timely payment of salary and wages to employees of both Hutt Valley District Health Board and Wairarapa District Health Board. We

manage and facilitate the capture of all employment related data and provide analytical and statutory reporting for the organization

Purpose of the role

The Data Analyst role is responsible for providing support to the Lead Data Analyst within the Payroll data Team with business as usual reporting and maintenance of the SSRS reporting applications. This role sits within Payroll Services which is part of People and Culture. The purpose of the Payroll Data Team is to support the organisation with the interpretation and analysis of payroll data through Human Resources to assist in enabling managers to take more effective and proactive decisions in relation to Human Resources.

There needs to be a close link between Finance and all other Directorates comprising the Provider Arm (HHS), the Funder Arm (P&F) and the other Corporate Divisions of Te Whatu Ora Capital and Coast, Hutt and Wairarapa districts. The Finance Directorate comprises a number of teams accountable for the processes and systems for effective financial management and reporting for the organisation as well as all regulatory reporting, treasury and taxation requirements.

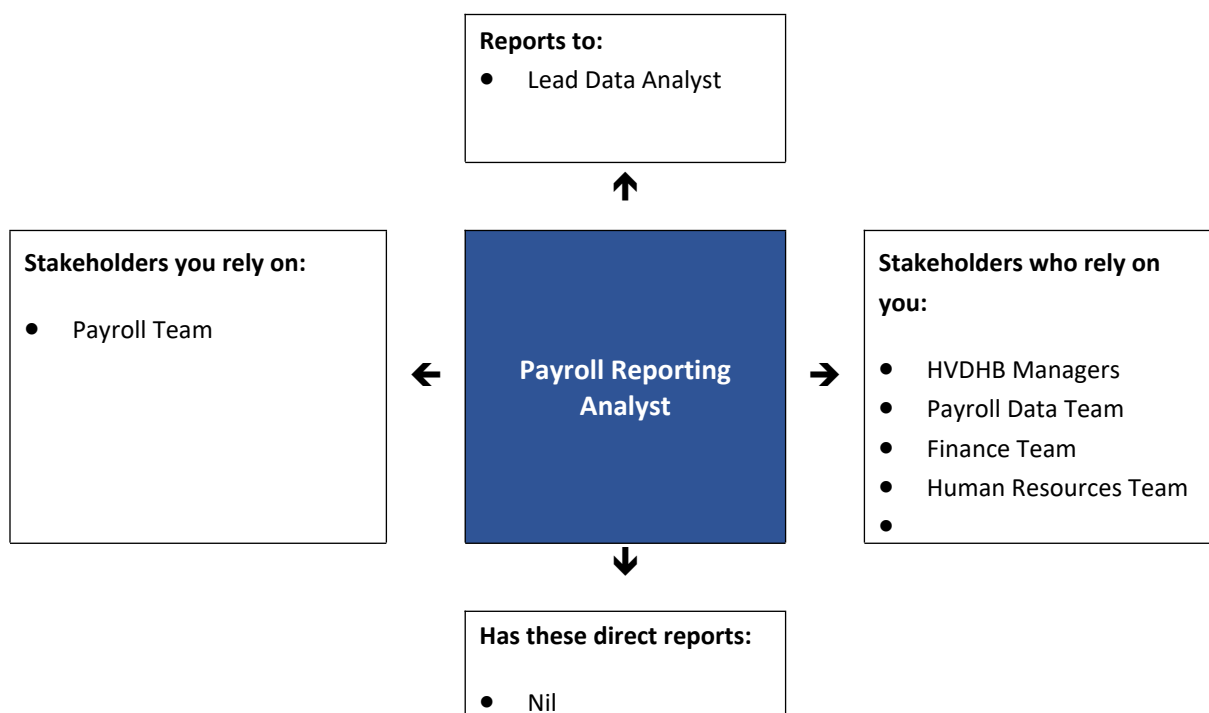
Key Accountabilities

Key accountabilities and outcomes

<i>Key Accountability</i>	<i>Deliverables / Outcomes</i>
1. Reporting	<ul style="list-style-type: none">• Provides suite of regular standard reports, while continuously evaluating for possible improvements and development• Provides reports that are client-focused, responsive and supports management decision-making• Provides advice on how to use HR information effectively in line with Te Whatu Ora District guidelines and best human resource practices• Contributes to systems and process improvement in designing HR reporting requirements
2. Analysis	<ul style="list-style-type: none">• Identifies patterns and trends of areas for improvement

Key Accountability	Deliverables / Outcomes
3. System Administration Support	<ul style="list-style-type: none"> • Monitor security and access to the Payroll Information systems. • Maintain process documentation. • Upgrade testing and Implementation
4. System configuration	<ul style="list-style-type: none"> • Maintain a sound knowledge of reporting system configuration and the impacts of changes to this • Support the implementation of new functionality as required • Test the system as required re new functionality and impact in reporting
5. Training and Support	<ul style="list-style-type: none"> • Provide training and support to payroll Report users
6. Health, Safety and Environment	<ul style="list-style-type: none"> • Complies with responsibilities under the Health and Safety in Employment Act 1992. • Actively supports and complies with health and safety policy and procedures. • Actively participates in the hazard management and identification process. • Proactively reports and remedies any unsafe work condition, accident or injury

Key working relationships



Capability profile

Competencies

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Customer focus	<ul style="list-style-type: none">• Is dedicated to meeting the expectations and requirements of internal and external customers• Gets first-hand 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
Functional/technical skills	<ul style="list-style-type: none">• Has the functional and technical knowledge and skills to do the job at a high level of accomplishment• Has strong SQL query skill• Has good Microsoft Excel possibly with Visual Basic skills• Has good working knowledge of complex payroll systems
Drive for results	<ul style="list-style-type: none">• Can be counted upon to exceed goals successfully• Is constantly and consistently one of the top performers
Integrity and trust	<ul style="list-style-type: none">• 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
Teamwork	<ul style="list-style-type: none">• Develops constructive working relationships with other team members.• Has a friendly manner and a positive sense of humour.• Works cooperatively - willingly sharing knowledge and expertise with colleagues.• Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments.• Supports in word and action decisions that have been made by the team.

Competency	Behaviours
Taking responsibility	<ul style="list-style-type: none"> • Shows an understanding of how one’s own role directly or indirectly supports the health and independence of the community. • Is results focussed and committed to making a difference. • Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected. • Adjusts work style and approach to fit in with requirements. • Perseveres with tasks and achieves objectives despite obstacles. • Is reliable - does what one says one will. • Consistently performs tasks correctly - following set procedures and protocols
Cultural skills	<ul style="list-style-type: none"> • Words and actions show an understanding of the implications for one's work of Te Tiriti o Waitangi principles and Maori perspective as tangata whenua. • Values and celebrates diversity - showing respect for other cultures and people's different needs and ways of living. • Shows an awareness of gaps in, and a desire to increase, cultural knowledge and inter-cultural practice relevant to one's work. • Accesses resources to make sure culturally appropriate and language appropriate services are provided. • Draws on a client's own cultural resources and support frameworks.

Person specification

Essential Experience and Capability

a. Knowledge and Experience:

- An understanding of key HR information areas such as: payroll, demographics, remuneration and metrics, workforce planning/profiling would be a plus
- Demonstrated competency in computer based reporting skills using a range of packages, including Microsoft Word, Excel. Experience in SSRS would be an advantage.
- Good knowledge of SQL reporting
- Well-developed analytical and conceptual skills with the ability to identify key issues and develop appropriate solutions.
- Excellent oral and written communication skills, including the ability to interpret and explain information models

b. Someone well-suited to the role will place a high value on the following:

- Actively demonstrates, promotes and models desired organisational behaviours and values.
- Promotes a high quality climate of innovation, collaboration, change and adaptation in own area.
- Actively looks for opportunities to improve services and support organisational change.
- Takes accountability for the responsibilities of the position and own actions.

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.