

Position Description: Payroll / HR Assistant

Business area: Colleague and Capability

FTE: As per Conditions of Employment

Reports to: Senior HR Advisor
Day to Day Payroll Assistance is overseen by Payroll Administrator

Position Objective:

- Assists with inputting and processing information for completing routine payroll transactions that meet organisational, legislative and various contractual requirements.
- Assists with HR administrative duties.

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Payroll Administrator • Colleague and Capability Business Partner • Department Heads • Team Leaders and Coordinators • All other St George's Hospital colleagues 	

Key Areas of Accountability:

Area of Accountability	Expected Results
Payroll	<ul style="list-style-type: none"> • Verifies and processes timesheets from TimeTarget and queries anomalies with the respective managers. • Prepares payroll for approval and payment • Provides payroll data entry and clerical duties to meet the payroll service requirements. • Assists with ensuring all files and records relating to payroll information are kept up to date and are accurately forwarded to HR. • May assist when required in preparing data for any negotiations with unions, or as requested by the Payroll Administrator. • May assist when requested with inputting of information into the payroll system.
Human Resources Assistance (St George's Hospital People Hub)	<p>When requested and available,</p> <ul style="list-style-type: none"> • Assists with input, uploading and system changes to St George's people management systems. • Actively supports any HR change management in the organisation.
Professional Development	<ul style="list-style-type: none"> • Undertakes the responsibility for meeting all the mandatory requirements of the organisation. • Ensures performance and development is undertaken according to hospital policy and participates in an annual performance appraisal and the setting of performance objectives. • Identifies own learning requirements/deficits and develops a plan in conjunction with the Senior HR Advisor to address these. • Fosters an environment conducive to learning, enquiry and research.
Quality Improvement	<ul style="list-style-type: none"> • Participates actively in quality improvement activities. • Documents and reports accidents and incidents accurately in accordance with Hospital policy. • Supports continuous quality improvement.



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Area of Accountability	Expected Results
Cultural understanding of the Treaty of Waitangi	<ul style="list-style-type: none"> Understands and has knowledge of the Treaty of Waitangi and its implications. Respects diversity of cultural and religious beliefs amongst staff and patients.
Health & Safety	<ul style="list-style-type: none"> Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at Work Act 2015 and its amendments Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers.
Organisational effectiveness	<ul style="list-style-type: none"> Looks for ways and means to actively and effectively promote cost effectiveness.
Other Duties	<ul style="list-style-type: none"> Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications		
Experience & Knowledge	<ul style="list-style-type: none"> In-depth payroll processing experience for a complex 24/7 operation including legislative and company A good understanding of current payroll related employment legislation Proven time management and ability to manage multiple deadlines and high volumes with accuracy and attention to detail Proficient in the use of MS Office applications, email and the Internet. 	<ul style="list-style-type: none"> Experience and knowledge with a time and attendance system
Personal Attributes	<ul style="list-style-type: none"> Ability to work autonomously and flexibly Concentration required when checking information and when answering queries from colleagues; may be required to switch tasks to prioritise urgent activities. Ability to Input at a keyboard, use telephone equipment for most of the day with frequent periods of data entry. Excellent interpersonal, written and verbal communication skills to be able to handle occasional verbal aggression from staff, interruptions, and multiple deadlines Pro-active and self-motivated. Excellent planning and organisation skills. Excellent attention to detail. Co-operative and supportive team player. 	

Agreed by:

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____
pp St George's Hospital