



WHANGANUI  
founded in  
**1892**



WAIRARAPA  
founded in  
**1896**



MANAWATŪ  
founded in  
**1902**



HOROWHENUA  
founded in  
**1987**

## Job Title

### Kaupapa | Purpose

Responsible for providing efficient, effective and accurate payroll services to kaimahi | employees, including calculation of accurate salaries in accordance with employment agreements, and legislative requirements.

Provide support and advice to colleagues regarding the use of the payroll system and its various components.

Provide information to kaimahi on payroll queries, ensuring kaimahi are paid correctly and on time. To proactively seek ways to improve payroll processing and provide professional, timely and accurate reporting.

Work with the wider People, Culture & Wellbeing (PCW) team to support their understanding of payroll processes.

**Reports to:** Payroll and Assurance Lead

**Team:** People, Culture and Wellbeing

**Total Remuneration:** \$65,000 - \$77,000 (base salary exc Kiwisaver), 4.2 weeks annual leave, 4 additional institutional holidays & 10 days professional leave p.a. (pro-rata)

### Tō mātou tirohanga roa | Our vision

Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

### Tō Mātou Pūtake | Our purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

### Tā mātou whakahaerenga | Our Organisation

UCOL's roots began in 1892 in Whanganui, joined by Wairarapa in 1896, Palmerston North in 1902 and Horowhenua in 2017. Adapting to the growing needs of a young nation, UCOL's innovation and agility has a compelling track record.

UCOL in its many forms has been part of the community for more than a century. We are a proud example of a successful Institute of Technology and Polytechnic. We have a rich heritage and much to contribute to the future of vocational learning. UCOL is a valued and essential partner and is known for leading vocational education and training opportunities



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## Ngā mahi | Do

Provide high quality, specialised administration of payroll services for UCOL | Te Pūkenga kaimahi. This includes anticipating needs and applying specialist payroll and sector knowledge, initiative, analytical and creative thinking in the delivery of payroll solutions. Including (but not limited to):

- Process and review end to end payroll including PAYE and reconciliations
- Load and maintain kaimahi into payroll, as per the employment agreements
- Implement and monitor changes to contracts including remuneration and leave entitlements
- Collate information on payroll changes and maintain ACC records
- Process payroll data accurately including processing termination pays and correcting errors before finalising pay periods
- Ensure communication with staff and other stakeholders is clear, timely and professional
- Supporting payroll service projects and activities as required
- Provide training to back-up payroll support to business continuity, where required
- Maintain current knowledge of applicable legislation and contractual requirements and implement any required system or manual amendments
- Follow processes and ensure all actions are fully documented, auditable and audit logs are monitored
- Operate all controls and compliance requirements effectively and ensure data integrity is maintained
- Review payroll discrepancies by collecting and analysing information and working with the relevant kaimahi to resolve
- Monitor leave provisions and accruals
- Undertake monthly PAYE and financial journal reconciliations
- Provide other reporting, as required by the business
- Proactively review documentation in response to changes in legislation, UCOL | Te Pūkenga policy and PCW best practice
- Contribute to the wider PCW team, in terms of team participation, event and admin support
- Because of the nature of this position, confidentiality of information must be maintained at all times.

Health and Safety: Under the Health and Safety at Work Act 2015, you must take reasonable care of your own health and safety and that of others affected by your actions at work. This includes complying with UCOL's health and safety policies, procedures, and relevant legislation. You must identify and report hazards promptly, use equipment and PPE correctly, report incidents and near misses immediately, and participate in health and safety training and initiatives. Active engagement in improving health and safety practices is expected.

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## Pūkenga | Have

Relevant level 5 or 6 qualification, or equivalent work experience.

Minimum 4-5 years payroll, end to end experience in medium to large organisations

Payroll experience with specialist knowledge at an advisor level

Experience working in a team providing specialised payroll in support of PCW delivery

Understanding of and previous involvement in delivery of payroll legislation frameworks, policies, standards, and experience with multiple collective agreements

Sound relationship and stakeholder engagement skills

Proven attention to detail and resolve to get it right first time

Knowledge and understanding of the vocational education sector

Excellent people engagement skills, strong written and verbal communication, and the ability to anticipate needs and apply initiative

Te Tiriti o Waitangi practices in a workplace setting

Ability to support and advocate the use of te reo, tikanga and mātauranga Māori in the workplace

Ability to support and advocate approaches that promote equity and prioritise the needs of priority groups



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Waiaro | Be

## Ngā Uara | Our Values

### Whanaungatanga | Relationships

Connecting with people and establishing meaningful relationships built on trust and integrity is vital. Great relationships result in collaboration, partnerships and unity. At UCOL, we embrace diversity and inclusivity for all people.

### Kia eke panuku, eke Tangaroa | Excellence

Everywhere we look at UCOL we seek innovation and quality that defines us as a high performing institute. We strive for excellence in our programmes, our teaching methods, our resources and systems and processes. We want to see people excelling at what they do and are proud of what we achieve.

### Te huringa tangata | Transformation

Transformation requires inspiration, and bold, courageous behaviour. We take pride in being a part of the transformation that occurs in our students as they become successful graduates and alumni. UCOL is always looking at fresh ideas.

### Kia kakamā | Agility

Agility is about us working in many different ways, being adaptable and agile in the way we work with others. Through engagement, empowerment and innovation we develop deeper understanding and discover new ways of achieving our goals.

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## Ngā Hononga Mahi | Working relationships

### Functional Relationships

**Internal:** UCOL PCW teams and kaimahi, Regional Payroll and Assurance Leads, HRIS Lead, wider payroll kaimahi across the network, auditors, finance and digital teams

**External:** Payroll providers, IRD, ACC, WINZ, Auditors, Dpt of Corrections.

### Resource delegations and responsibilities:

\$500.00 for purchase order creations

**At Te Pūkenga, all roles hold collective responsibility for delivery of our Te Pūkenga competencies. As it applies to this position you are required to give effect to:**

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritizing the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacifica and disabled ākonga and their whanau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

