

Position Description



Payroll Lead

Date	June 2025
Purpose of position	<p>The Payroll Lead is responsible for leading the payroll function at Port Otago and will:</p> <ul style="list-style-type: none"> - Ensure all payroll processes are compliant with terms and conditions of employment and legislative requirements, - Accurately and efficiently process weekly and fortnightly payroll cycles and associated processes, - Identify and implement improvements to payroll processes and systems.
Reports to	Head of People
Key Relationships	<ul style="list-style-type: none"> • Managers and Supervisors • Workforce Planners • All Port Otago Team Members • External Parties e.g. ACC, IRD, system providers
Qualifications & Requirements	<ul style="list-style-type: none"> • 5-10 years' experience leading a Payroll function within a complex environment in New Zealand • Ample experience providing accurate, timely and confidential payments • Expert user of payroll processing systems; PayGlobal experience desirable • Sound knowledge and understanding of relevant New Zealand legislation, especially the Holiday's Act • Experience interpreting Collective and Individual Employment agreements to support the set up and maintenance of pay rules • Expert at managing and maintaining compliance and controls across end-to-end payroll processes • Excellent planning, attention to detail, problem-solving and risk awareness • Able to manage volume and deadlines in a dynamic work environment • Strong customer focus with a systems-oriented and continuous improvement mindset • Proficient in excel
Direct Reports	<ul style="list-style-type: none"> • None <p>Will train/mentor People and Payroll Administrator</p>

Core Responsibilities

Health & Safety	<ul style="list-style-type: none"> • Takes responsibility for own and others safety • Follow all Port Otago Health and Safety guidelines and procedures • Reports and escalates Health and Safety issues appropriately to Supervisor/Manager (everybody’s responsibility in every situation) • Report all incidents, accident and near misses accurately and in a timely fashion • Participates in inductions, on-going training programmes and safety drills and briefings • Ensure strict adherence to safety standards, statutory and legislative requirements, & Port Otago policies and procedures. • Comply with work area PPE requirements • Follow a “Take 5” personal task hazard identification process as required • Responsible for ensuring a safe workplace and adherence to good housekeeping practices • Attendance & involvement at all team Health and Safety meetings • Support safe behaviours through participation in the Port Otago Drug and Alcohol Programme
Payroll	<p>Responsible for the overall management of the Payroll function which is to:</p> <ul style="list-style-type: none"> • Prepare and accurately process all payroll cycles which includes weekly, fortnightly, monthly and from time-to-time manual pays • Ensure all steps in the payroll cycle are followed and are aligned with legislation and internal procedures • Prepare, maintain and check that accurate data is loaded and recorded on time to meet payroll deadlines • Review audit and exception reports ensuring variances are explained before payroll is submitted for approval • Manage ACC pay compliance including weekly compensation payments, documentation and payment reconciliation • Ensure payslips are issued on time • Process new starter, terminations and employee changes • Ensure the correct interpretation and implementation of organisational hierarchy, employment terms and conditions within the payroll system • Lead the set up and maintenance of pay rules and manage and maintain compliance and controls across the end-to-end payroll process • Process employment agreement changes in a timely and accurate manner <ul style="list-style-type: none"> • Responsible for managing awards in pay and rostering systems including set up, testing and maintenance • Ensure sound controls for any changes to awards and rates are authorised by Head of People • Keep up to date with legislation changes which impact payroll and advise Head of People of potential impact and required changes

	<ul style="list-style-type: none"> • Provide timely and accurate payroll support and guidance to team members and managers • Ensure all payroll records are up to date and accurate • Complete remittance of bi-monthly PAYE and other payroll taxes including filing of IRD payroll forms and returns via weekly Payday Filing • Complete Tax and Financial Year End reconciliations. • Complete remittance of monthly superannuation payments and completion of superannuation reconciliations • Complete relevant exit notifications including Medical Insurance, and reconciliation of Superannuation Exit Advice forms
Systems Administrator	<ul style="list-style-type: none"> • Super user of the Payroll and Roster systems • Support users of the payroll and roster systems, and escalate queries for technical support as needed • Lead User Acceptance Testing of system upgrades and roll-out to Live once sign off achieved • Support and/or lead change management to ensure system changes are implemented and successful
Continuous Improvement	<ul style="list-style-type: none"> • Identify and implement improvements to systems and processes • Maintain a high level of knowledge of the people systems and identify any enhancements, issues and solutions
Reporting	<ul style="list-style-type: none"> • Provide data, reporting and other information which can be used by Managers to make informed decisions about workforce planning and management • Provide data to support the IEA remuneration review process • Responsible for Active Leave Management reporting to Leadership Team • Lead development of Data Insights reporting from people and payroll systems • Provide ad-hoc reporting as requested
Generalist People Support	<ul style="list-style-type: none"> • Work with managers to provide accurate and timely information on payroll issues and escalate as required • Develop user procedures, guidelines and documentation as required • Train new employees and leaders on people system processes and functionality as required • Undertake other tasks and project work as required

Key Performance Measures

Health and Safety	<ul style="list-style-type: none"> • To always have safe work practices and to be a role model for others • All incidents and accidents are reported promptly and accurately • All hazards identified are reported immediately • Strive to fail safely and report any incidents to allow us to continually improve • Comply with all PPE requirements
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Teamwork	<ul style="list-style-type: none"> • Works collaboratively within the People Team and across the wider Port Otago Team • Shows respect for what others are trying to achieve by actively listening and responding constructively • Promotes good co-operation and communication between teams • Looks for opportunities to help other teams
Delivery	<ul style="list-style-type: none"> • Ensure a high degree of responsiveness in service delivery for both internal and external customers • Stays “ahead of the game” on service delivery and ensures that any issues are addressed as appropriate with customers • Maintains the delivery of support in line with expectations and relevant policies
Payroll	<ul style="list-style-type: none"> • Payroll is paid on time and accurately • Company compliance with relevant employer tax legislation • All processes and procedures are documented and reviewed on a quarterly basis
Reporting	<ul style="list-style-type: none"> • Payroll taxes and returns are remitted to the IRD by the due date • Superannuation payments are remitted to the necessary superannuation fund by the agreed payment date • Ad hoc reporting requests are accurate and timely • ACC reporting is accurate and up to date
Continuous Improvement	<ul style="list-style-type: none"> • Direct reduction in time, cost or improvements to quality from process improvements implemented • Improvement projects complete and implemented successfully
Personal Development	<ul style="list-style-type: none"> • Plan developed identifying goals, actions and timelines • Engage in connect conversations with the Head of People