

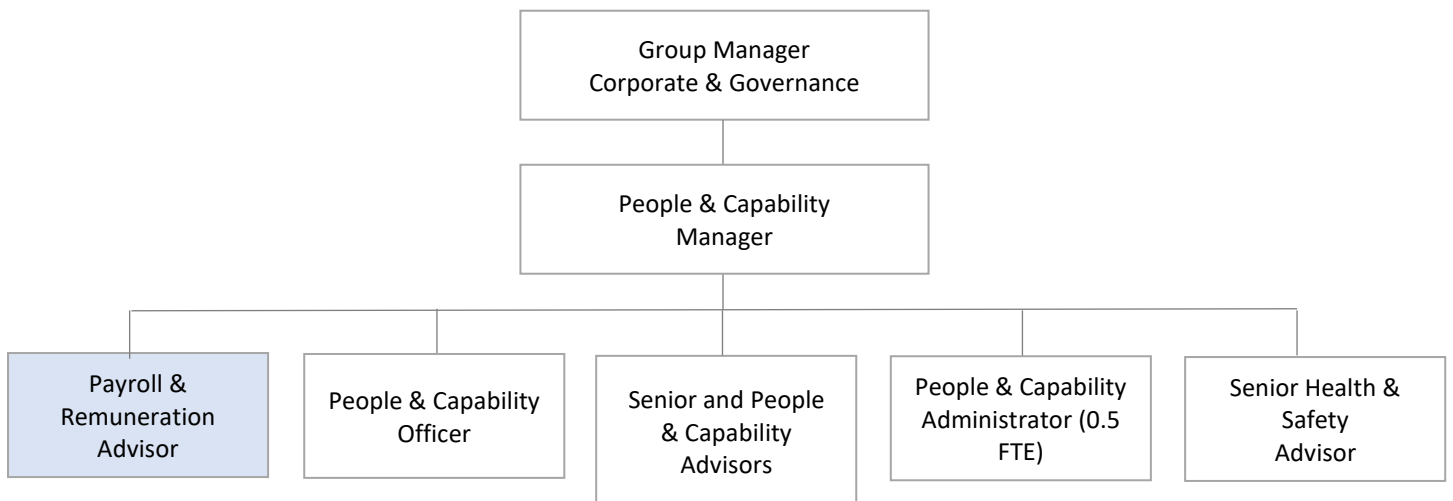
## JOB DESCRIPTION

**Job Title:** Payroll & Remuneration Advisor  
**Grade:** 13  
**Work Unit:** Corporate & Governance Group  
**Responsible to:** People & Capability Manager  
**Responsible for:** No line management responsibilities.

**Position purpose:** Primarily engaged to provide payroll services for the organisation. The role is also required to support the People & Capability team to provide advice and guidance on remuneration and payroll associated processes and ensure the fulfilment of all legal obligations and compliance.

**Salary range:** \$78,679 (85%) - \$92,564 (100%)  
**Date:** April 2026

## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

The Payroll & Remuneration Advisor will develop constructive and collaborative relationships with the following:

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Peer Group Networks</li> <li>▪ Government Departments and other Local Authorities</li> <li>▪ Healthcare and insurance providers</li> <li>▪ Consultants</li> <li>▪ Payroll providers</li> </ul>	<ul style="list-style-type: none"> <li>▪ People &amp; Capability Manager</li> <li>▪ People &amp; Capability team including Senior Safety &amp; Wellbeing Advisor</li> <li>▪ Governance Team</li> <li>▪ Information Management/Infrastructure Technology teams</li> <li>▪ Finance team</li> <li>▪ Staff and Leaders</li> <li>▪ Occupational Health Nurse</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Payroll Services</b>	
<ul style="list-style-type: none"> <li>• Manage the provision and administration of payroll services to over 340 staff, 14 councillors and other members to ensure it runs effectively and on time.</li> <li>• Accurately calculate and process all aspects of payroll including fortnightly pay runs, annual pay reviews, final pays, and elected members remuneration.</li> <li>• Process staff movements, and ensure correct advice is given to other internal teams to ensure employee data is updated correctly on other relevant systems.</li> <li>• Ensure payroll is processed in accordance with company policies and legislative requirements.</li> <li>• Ensure payroll extract reporting is up to date and relevant.</li> <li>• Ensure adequate training and guidance to the Payroll Back up.</li> <li>• Ensure payroll and related system procedure, operating documentation and guidance is in place and kept up to date.</li> <li>• Remain up to date on all relevant legislation and tax changes.</li> <li>• Setup and maintain employee information in the council database (IRIS).</li> <li>• Liaise with appropriate staff and agencies to ensure accident insurance reimbursements are accurate and up to date.</li> <li>• Provide specialist payroll advice and information to managers and staff as required.</li> <li>• Work with internal and external auditors annually and as required.</li> <li>• Create and provide appropriate People &amp; Capability/Payroll reports to the People &amp; Capability Manager, People &amp; Capability team and other managers as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• All employees/elected members are paid accurately and on time, including payroll related expenses, allowances and deductions as authorised.</li> <li>• Appropriate records of pay calculations and alterations are kept.</li> <li>• Payroll processing backup systems are in place.</li> <li>• Remuneration data is accurate and up to date.</li> <li>• Legislative pay requirements are met.</li> <li>• Confidentiality, privacy and security of data is maintained.</li> <li>• Reports and advice are relevant, accurate and timely.</li> <li>• Information on electronic staff personal files is saved correctly and the documents are stored confidentially.</li> <li>• Confidentiality is maintained; tact and discretion is used at all times.</li> <li>• Relevant information and reporting is provided to staff and managers in an accurate and timely manner.</li> </ul>

<ul style="list-style-type: none"> <li>• Provide full end to end testing of payroll system upgrades and updates as required.</li> <li>• Resolve system, process and data issues relevant to payroll system as required.</li> <li>• Complete the check of the annual Accident Compensation Levy survey in an accurate and timely manner.</li> <li>• Provide management, unions and other organisations (such as Statistics NZ, insurance providers, ACC, IR) with information and reports as requested/ appropriate.</li> <li>• Maintain confidential electronic staff personal files.</li> <li>• Maintain and update as required relevant People &amp; Capability/Payroll sections of the HUIA (our intranet).</li> </ul>	
<b>Pay and Performance</b>	
<ul style="list-style-type: none"> <li>▪ Provide analytical and operational support to the People &amp; Capability Manager with the management of Horizons Pay &amp; Performance Development and Review programme, and Remuneration System.</li> <li>▪ Provide relevant information to Strategic Pay and other remuneration survey providers, ensuring the survey data is returned and updated.</li> <li>▪ Maintain internal remuneration system ensuring data captured is correct including the Annual benchmark of job matching for review process. Updating as required.</li> <li>▪ Take the coordinating role for the People &amp; Capability team with the annual performance and pay review programme/process.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The integrity of the pay/performance review programme is maintained.</li> <li>▪ Remuneration survey data is submitted and relevant data is updated accurately and on time.</li> <li>▪ Annual pay review process is completed accurately, within timeframes required.</li> </ul>
<b>Advisory and Support</b>	
<ul style="list-style-type: none"> <li>▪ Support the People &amp; Capability team to deliver advice, support and solutions to the Horizons management team on matters relating to the employment relationship.</li> <li>▪ Assist where required to advise and coach staff to enhance their understanding of the employment relationship and Horizons employment obligations and policies.</li> <li>▪ Assist where required to support and coach managers and staff enhancing working relationships and performance.</li> <li>▪ Ensure appropriate confidentiality with regard to all matters relating to personal details and staff matters.</li> <li>▪ Keep up to date with legalisation relating to employment. Report significant changes to the appropriate forums.</li> <li>▪ Ensure that all employment relations matters are undertaken in a manner that complies with legal requirements and Horizons policies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advice given is reliable, responsive, assured, empathetic, and is presented clearly and legibly.</li> <li>▪ Managers and staff are satisfied with the quality and timeliness of the advisory service provided.</li> <li>▪ Recommendations are based on sound information, are well thought out and are presented in a persuasive, logical and clear way.</li> <li>▪ No 'at fault' substantiated breaches of confidentiality.</li> <li>▪ Advice is current and informed by latest legislation. People &amp; Capability Manager / Leaders Forum is aware of changes to employment legislation as appropriate.</li> <li>▪ No 'at fault' employment relations disputes arise from a breach of employment agreements or employment legislation.</li> </ul>

Organisational Development	
<ul style="list-style-type: none"> <li>▪ Use innovation and initiative to establish plans and priorities to progress organisational objectives.</li> <li>▪ Systematically monitor and improve systems methods, efficiency and quality of services provided.</li> <li>▪ Assist with developing and reviewing People &amp; Capability policies as required.</li> <li>▪ Coordinate People &amp; Capability / Organisational Development projects as identified in the People &amp; Capability Business Plan.</li> </ul>	<ul style="list-style-type: none"> <li>▪ People &amp; Capability initiatives are identified, developed and implemented.</li> <li>▪ Service improvements are identified and implemented.</li> <li>▪ Projects work is completed, as required, to agreed specified standards and within budgetary constraints.</li> <li>▪ Horizons managers have the information and knowledge to plan for their short and long term workforce requirements.</li> </ul>
Communicating and Reporting	
<ul style="list-style-type: none"> <li>▪ Provide accurate and timely employment related reports to the People &amp; Capability Manager and Horizons Management group as required.</li> <li>▪ Develop and provide regular People &amp; Capability metrics updates on relevant employee/demographic information.</li> <li>▪ Provide regular updates on relevant People &amp; Capability matters to staff, leaders, unions and other relevant parties.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All reporting requirements and deadlines are met.</li> <li>▪ Communication programmes are developed and deployed regularly.</li> <li>▪ Staff, leaders and unions are informed of what they need to know, when they need to know it.</li> <li>▪ Interactions are appropriate for the audience with consideration to discretion, confidentiality and professionalism.</li> </ul>
People & Capability Team Support	
<ul style="list-style-type: none"> <li>▪ Support the activities of other members of the People &amp; Capability team as and when required to ensure business continuity is maintained and customer service requirements met.</li> <li>▪ Provide guidance to People and Capability team as required on payroll remuneration policy and practice.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All additional tasks are fulfilled accurately, efficiently and effectively to the standard required and within agreed timeframes.</li> </ul>
Corporate Contribution	
<ul style="list-style-type: none"> <li>▪ Maintain own professional development.</li> <li>▪ Undertake Performance Development tasks/responsibilities.</li> <li>▪ Undertake Health and Safety tasks/responsibilities.</li> <li>▪ Participate in emergency management activities as required.</li> <li>▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>▪ Maintain Council plant and equipment.</li> <li>▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate training and development undertaken as agreed.</li> <li>▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>▪ Contribution to projects and corporate initiatives is effective and valued.</li> <li>▪ Administration requirements are completed timely and accurately.</li> </ul>

# PERSON SPECIFICATION

## Essential

- At least three years' experience in a lead payroll, or remuneration advisory/analyst role.
- Strong understanding and knowledge of current employment/pay legislation, especially the Holidays Act.
- Experience working with employment agreements.
- Advanced knowledge of Microsoft Excel, and Payroll systems.

## Desirable

- Certified Payroll Practitioner (CCP) NZPPA.
- Thorough understanding of a wide range of employment relations principles and practices including relevant business experience in these.

## Skills

- The ability to produce accurate work and meet deadlines in a busy environment with competing priorities.
- Strong analytical background and aptitude for numbers with excellent problem solving skills.
- Developed influencing skills, able to encourage others behaviour and outcomes to support goals.
- Communicates openly and states views clearly without creating hostility.
- Coaches others to empower and encourage desirable behaviours.
- Develops wide and successful networks, and gain trust within relationships.
- Effectively delivers oral and written communication about complex employment issues to internal and external audiences.
- Collaborative working style, builds strong relationships with team members.
- Demonstrates judgement about what is relevant and appropriate for an organisation's interests.
- Effectively discerns when it is appropriate to seek assistance/advice.
- Demonstrated ability to work independently as required.

## COMPETENCIES FOR PERFORMANCE DEVELOPMENT

### Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

### Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

### Communication

- Use written and verbal language and style appropriate to the audience and context.

### Teamwork

- Work constructively with people as a team member to achieve a common goal.

### Dependability and Commitment

- Reliable and dedicated to achieving results.

### Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

### Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

## PERSONAL ATTRIBUTES

- Ability to think laterally and develop innovative solutions – (cut through red tape to get things done).
- Have a positive approach to change by responding to changes in job demands, adapt new strategies and create a commitment to change in others.
- Cope well with conflict and demonstrates personal resilience under difficult situations.
- Work in partnership and ability to understand and align with customers' business needs and to develop strategies appropriate to their needs.
- High level of integrity and confidentiality
- Ability to relate to a wide range of people, with sensitivity and empathy to a broad range of cultures, needs and behaviours.
- Develop and maintain positive relationships with stakeholders.
- Excellent communication skills (verbal and written).
- Have values that fit with Council's values.

## OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

## DECLARATION

*This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.*

## NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: \_\_\_\_\_ (Manager) Date: \_\_/\_\_/\_\_

Read and Understood: \_\_\_\_\_ (Incumbent) Date: \_\_/\_\_/\_\_