

POSITION TITLE:	Head of Remuneration and Benefits
LOCATION:	Tauranga
PEOPLE LEADER:	Head of People and Performance
TEAM:	People and Performance

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The Head of Remuneration and Benefits is responsible for the leadership of CIP's remuneration, benefits, payroll, P&P advisory, and analytics functions. This role is critical in ensuring that our compensation and benefits programs are competitive, compliant, and aligned with our organisational goals. Reporting to the Head of People and Performance, the role is also responsible for oversight of day-to-day payroll processing and ensuring compliance with all relevant legislation. The role is also responsible for leadership of a payroll / advisory, and administration team.

WHAT I DO

REMUNERATION AND BENEFITS

- **Strategy Development:** Design and implement a remuneration and benefits strategy and framework that attract, retain, and motivate employees.
- **Market Analysis:** Conduct regular market analysis to ensure our compensation and benefits packages are competitive.
- **Policy Management:** Develop and maintain remuneration and benefits policies, ensuring compliance with legal and regulatory requirements.
- **Employee Communication:** Communicate remuneration and benefits programs to employees, ensuring they understand and appreciate the value of their total compensation package.
- **Job evaluations:** Complete job evaluations / sizing to provide consistency in relativity of positions at CIP.

PAYROLL MANAGEMENT

- **Process Oversight:** Oversee the payroll processes to ensure accuracy, compliance, and timely payment to all employees.
- **System Management:** Maintain and optimise payroll systems, processes, and controls.
- **Issue Resolution:** Address and resolve payroll-related issues and queries.

P&P ADVISORY

- **Policy Development:** Assist in the development and implementation of HR policies and procedures.
- **Recruitment Support:** Support the recruitment process by providing insights on compensation and benefits for new hires.
- **Leadership Advice:** Provide first line advice and coaching to People Leaders as needed.

P&P ANALYTICS

- **Data Analysis:** Analyse HR data to provide insights and recommendations on workforce trends, compensation, and benefits.
- **Reporting:** Develop and present HR metrics and reports to senior management.
- **Decision Support:** Use data-driven insights to support strategic HR decisions and initiatives.

PEOPLE LEADERSHIP

- Lead, mentor, and manage the Remuneration and Benefits team, providing guidance (technical and general), coaching and feedback for team members.
- Ensure processes, roles and responsibilities are clearly defined and documented.
- Conduct regular performance reviews and ensure all team members have clear performance and development goals.
- Review engagement data, actively developing and supporting team culture.
- Foster a culture of continuous improvement and continuous learning.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification or disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

WHAT I VALUE



At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and clients.

WHAT I BRING

Qualifications	<ul style="list-style-type: none">• Bachelor's degree in Human Resources, Business Administration, or related field.
Knowledge/Experience	<ul style="list-style-type: none">• 10+ years of experience in HR, with a focus on remuneration, benefits, and payroll management.

	<ul style="list-style-type: none"> • Strong knowledge of compensation and benefits practices and principles. • Excellent understanding of payroll systems and processes. • Understanding of relevant NZ employment / payroll legislation • Experience leading a payroll or advisory team • Experience coaching, mentoring, and developing team members • Financial services experience (preferred)
Key Skills and Attributes	<ul style="list-style-type: none"> • Ability to develop and implement strategic HR initiatives. • Strong people leadership skills, including training, mentoring and coaching skills • Excellent time management and organisational skills • Ability to understand and apply regulations and legislative requirements • Excellent communication skills, with the ability to communicate effectively at all levels in the business • High level of attention to detail • Proficient in HRIS and payroll systems • Intermediate Excel Microsoft Office user • Strong analytical and problem-solving skills. • Self-starter with the ability to show initiative • Ability to demonstrate flexibility and embrace change