

Payroll Manager

Kaupapa | Purpose

Scope:

Manage and lead all payroll services for EIT including managing a small team of payroll staff. The payroll team need to deliver all payroll services on time, on budget and provide appropriate documentation.

This role sits within the People and Culture function and will report to the Te Pūkenga Payroll and Assurance Lead. The Payroll Manager manages the duties within the payroll team and operates as the subject matter expert and escalation point to resolve issues. The Payroll Manager will need to be outcomes focused and at times will need to be hands on to support the team and provide coverage as needed.

The Payroll Manager will be continuously looking for improvements in operational processes and designs and implement these initiatives. The Payroll Manager will analyse data, use initiative and acumen that allows for the delivery of compliant payroll services across EIT while building effective relationships with internal and external clients the supports the wider People and Culture team.

Reports to:	Te Pūkenga Payroll and Assurance Lead
Team:	EIT Te Pūkenga team
Location:	Taradale
Remuneration:	Manager remuneration
Date:	April 2025

Ngā Hononga Mahi | Working relationships

Internal:	All Kaimahi Payroll team People & Culture/Human Resource Department Finance Department All other departments Management Faculty Administration Managers All staff
External:	Payglobal (for upgrades or any further training) Te Pūkenga National Office Westpac Government Agencies, (ACC, MSD, IRD, GSF, NZ Courts, etc) Southern Cross Group Scheme Auditors Unions

Resource delegations and responsibilities:

Financial:	TBD
People:	EIT Payroll Team

This role is responsible for all payroll functions and services and will include:

- Manage, support and process EIT's payroll ensuring accurate and timely payment of salaries.
- Responsible for the integrity of the pay rules and data within the payroll system and for the provision of reports, files and interfaces required by stakeholders related to the payroll function.
- Provide support, monitoring, and reporting to ensure payroll projects are delivered, on time, within scope and to budget.
- Ensure all data is managed appropriately, meeting compliance (e.g. Holidays Act, ACC, superannuation, surveys etc) and audit requirements.
- Develop and improve resources, policies, procedure and systems.
- Proactively develop and review documentation in response to changes in legislation, EIT Policies and People and Culture best practice, and recommend changes as required.
- Provide leadership and assistance to grow capability and capacity of direct reports, ensuring performance and development plans are in place, providing quality coaching and feedback to ensure effective performance.
- Plan and manage the activities of the team, ensuring pre-determined workloads and targets are met.
- Ensure leadership and management of Health and Safety practices & policy within area of responsibility.
- Ensure communication with staff and other stakeholders is clear, timely, professional and meets agreed expectations.
- Provide training on payroll processes as needed.
- Build a culture of simplification, standardisation and continuous improvement.
- Ensure that EIT works towards best practice payroll processes and systems to meet the needs of its customers.

General:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the position manager.

Demonstrate commitment to:

Te Tiriti o Waitangi.

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

Ākonga at the Centre.

Through prioritising 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, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence.

Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Education/Qualifications:

Relevant business-related qualification – Business Administration, Office Systems, Accountancy, and any NZPPA Certificate would be an advantage.

Experience and Knowledge Required:

- Knowledge gained through previous New Zealand payroll experience is essential.
- The incumbent will have demonstrated success in a similar payroll management position for minimum of 5 years.
- Experience in payroll operations from start to finish payroll processing for 7-10 years.
- Have a strong background in payroll systems.
- Have had people leadership experience.
- Legislative and CEA experience interpreting relevant awards and legislation would be preferred but not essential.
- Knowledge and interest of Payroll related legalisation including the Holidays Act 2003 and further amendments, Employment Relations Act 2000 and further amendments, Kiwisaver Act 2006 and further amendments, Minimum Wage Act, Wages Protection Act, Parental Leave Act, Employment Law, Privacy Act, Taxation legalisation, EEO, etc, would also be an advantage.
- Comprehensive knowledge and experience of a computer-based PayGlobal system would be preferred but is not essential.
- Previous payroll implementations experience preferable.

Competencies:

- Highly organised with advanced planning skills and a commitment to achieving deadlines.
- Commitment to operational and customer service excellence.
- Numeracy and analytical skills within payroll environment.
- Business process improvement experience.
- Excellent written and spoken communication skills.
- Strong strategic thinking skills with highly developed business acumen.
- Proactive thinking skills whilst being able to think outside the box.
- Strong resilience.
- Acts ethically and with integrity.

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT | Te Pūkenga, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.