

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

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