

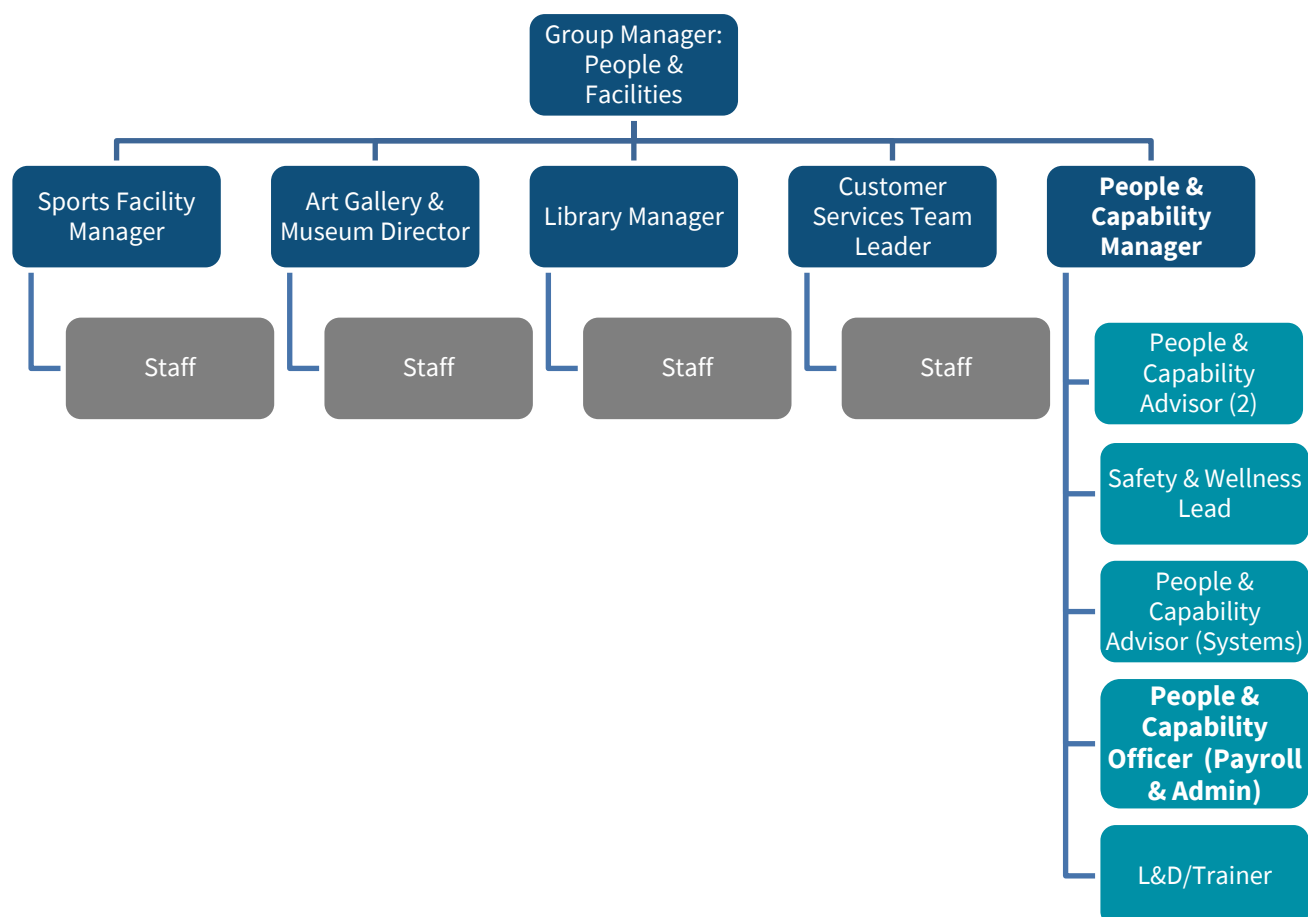
Position Description

Position Title:	People & Capability Officer (Payroll & Administration)
Reports To:	People & Capability Manager
Team:	People & Capability
Group:	People & Facilities
Employment Type	Fixed term (ending Mar 27), full-time or part time considered minimum 32 Hours Per Week
Date Modified:	October 2025

Purpose

To deliver accurate and timely payroll services while providing administrative support across a range of HR activities to enable effective team operations.

Group Structure



Purpose

Supporting our communities to thrive by working together to provide services and places for people to connect, grow, live, work and play.

Values

Our Values describe how we are going to achieve our purpose and vision, and they underpin how we work; they support how we make decisions, how we treat each other and our communities, and how we behave everyday. They guide us all and they apply to everyone in our organisation, no matter where we work or what we do.



WE DO WHAT'S RIGHT

Ka mahi tika ai tātou

- ✓ Build trust by communicating openly and acting with integrity
- ✓ Apply a customer lens to everything we do
- ✓ Make responsible decisions by balancing different needs
- ✓ Plan for our future and think sustainably
- ✓ Take responsibility and "own" our roles



WE MAKE IT HAPPEN

Ka whakarite ai tātou

- ✓ Know our stuff and encourage knowledge sharing and professional growth
- ✓ Learn from our successes and mistakes
- ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life
- ✓ Focus on solutions
- ✓ Follow through with our commitments



WORK AS ONE

Pakihiwitahi ai tātou

- ✓ Collaborate and tackle challenges together
- ✓ Work with and for our communities
- ✓ Think about how our work impacts others
- ✓ Acknowledge and celebrate our achievements
- ✓ Value and encourage social connections



WE RESPECT EVERY VOICE

Kauauanu ana ngā reo ai tātou

- ✓ Encourage diverse ideas
- ✓ Keep an open mind
- ✓ Have empathy for and support one another
- ✓ Care for the wellbeing and safety of ourselves and others
- ✓ Seek to understand what is important to others

Key Accountabilities

Payroll

- Ensure accurate administration of employee details, timesheets, requests and approvals.
- Process fortnightly payroll for employees, councillors and contractors ensuring it is run accurately and within required timeframes.
- Provide details of relevant deductions to third party providers, including but not limited to Unions, Superannuation Funds etc.
- Complete Payday filing accurately and within required timeframes.
- File statistical returns accurately and within required timeframes.
- Accurately test upgrades or system developments within the required timeframes

Activity Support

- Contribute ideas, investigate options, write summary reports and contribute to the implementation of People & Capability initiatives which develop the organisational culture and positively impact on the organisation.
- Support with recruitment activities when required including drafting advertisements, posting vacancies using the online recruitment system, scheduling interviews, performing reference checks, and drafting employment documentation.
- Manage assigned projects/initiatives through to completion ensuring they are promoted and implemented in a timely and appropriate manner.
- Assist with the review and development of processes and systems to achieve best practice.
- Support the Safety & Wellness Lead when required with coordinating health and safety activities including the committees, assessments and audits.
- Actively participate and assist in organising sporting and social events outside working hours.
- Coordinate information and draft stories for ADC's staff newsletter on behalf of the team, when required.
- Ensure the People & Capability intranet and internet web pages are up to date and accurate.
- Accurately scan, file and maintain documents for employee and team files in accordance with procedures.
- Assist with organising external training courses or facilitating inductions when required.
- Assist with employee requests for information or assistance as required.

Corporate Contribution

- Contribute to and follow the organisation's governance, corporate plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour's meetings as requested by your Manager or Group Manager.

Position Requirements

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Personal Qualities

Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

Detail Focus

- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Considers maintaining levels of accuracy of high importance.

Relationship Building

- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values, communication and minimising surprises.

Teamwork

- Cooperates, collaborates and shares information with others in pursuit of team goals.
- Shows consideration, concern and respect for others feelings and ideas while accommodating to their style of working.
- Encourages constructive resolution of conflict within a group.

Knowledge and Skills

Communication Skills

- Organises information in a logical sequence using content appropriate for the purpose and audience, using feedback to ensure understanding.
- Speaks clearly, concisely and confidently using a polite and considerate manner.
- Ensures written communication contains the necessary information to achieve their purpose.

Initiative and Enthusiasm

- Demonstrates enthusiasm, commitment and capacity for sustained effort and hard work.
- Demonstrates a proactive and self-starting approach.
- Sets high standards of performance for self and others, ensuring ownership of actions.

Specialist Expertise

A Degree or National Diploma in Human Resources or related business studies or the equivalent level of learning through relevant experience.

A working understanding of relevant legislation.

High degree of computer literacy and ability to quickly learn new systems.