

Payroll Specialist

Kaupapa | Purpose

Provide specialist expertise to ensure our kaimahi are paid accurately, on time, every time. Deliver a high performing, compliant and customer focused payroll service for Toi Ohomai. Your specialist knowledge and attention to detail will ensure payroll operations meet legislative, audit, and contractual obligations, while supporting a positive employee experience.

A key role within the People, Culture and Wellbeing team, the Payroll Specialist works collaboratively across the organisation to uphold data integrity, compliance, and service excellence. It contributes to continuous improvement initiatives and provides expert guidance on payroll related matters to internal stakeholders.

Reports to: Senior Payroll Administrator

Team: People, Culture and Wellbeing

Remuneration: \$65,000 to \$86,000 (Fixed Remuneration excluding KiwiSaver)

Ngā mahi | Do

Manage end-to-end payroll processing, ensuring accuracy, timeliness, and compliance across all pay cycles.

Maintain and enhance payroll systems and records, ensuring data integrity and alignment with legislative, contractual, and audit requirements.

Provide expert advice and responsive support to kaimahi and leaders on payroll-related queries, entitlements, and employment conditions.

Prepare and analyse payroll reports and reconciliations to support financial reporting, forecasting, and audit processes.

Collaborate with Finance and other teams to ensure accurate accounting inputs and seamless integration of payroll data.

Partner with the wider People and Culture team to ensure payroll processes reflect accurate employment conditions, uphold organisational policies, and contribute to a positive employee experience.

Ensure compliance with statutory obligations including PAYE, KiwiSaver, ACC, and the Holidays Act.

Identify and implement opportunities to streamline payroll processes, improve system functionality, and enhance service delivery.

Uphold confidentiality, integrity, and ethical standards in managing sensitive employee information.

Contribute to cross functional projects and initiatives that support organisational goals, employee experience and operational excellence.

Demonstrate commitment to:

Ākonga at the center through ensuring positive outcomes for ākonga in all aspects of their learning journey.

Te Tiriti o Waitangi and Māori Success by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honouring Te Tiriti o Waitangi to uplift Māori success.

Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

Vocational Education Excellence through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

Pūkenga | Have

A relevant tertiary level qualification in payroll, accounting, business administration, or a related field or the equivalent body of knowledge gained through experience.

Proven experience managing and administering payroll for medium sized organisation

In depth knowledge of NZ payroll legislation, including the Holidays Act, employment agreements, and statutory obligations.

Demonstrated ability to interpret and apply complex employment agreements, policies, and legislative requirements (including collective agreements).

Advanced proficiency in payroll systems and the Microsoft suite (including formulas, functions, and pivot tables).

Exceptional attention to detail, analytical capability, and the ability to manage competing priorities independently.

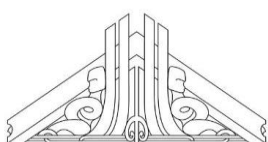
Strong communication and interpersonal skills, with a proactive and customer focused approach.

Evidence of ongoing professional development relevant to payroll, employment law, and system optimisation.

Knowledge and understanding of the education and / or public sector.

An understanding of the obligations to include Te Tiriti o Waitangi in workplace practices.

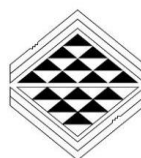
Ability to support and advocate the use of te reo Māori, tikanga and mātauranga Māori in the workplace.



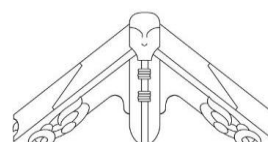
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Ability to support and advocate approaches that promote equity and prioritise the needs of priority groups.

Waiaro | Be

At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.

Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

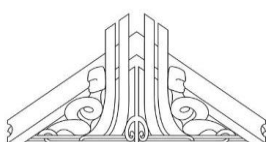
Authentic and Inclusive: Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

Connected: Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

Innovative and impactful: Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

Engaged: Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

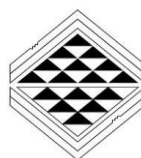
Self-aware: Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.



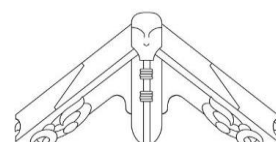
WHANAUNGATANGA



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Ngā Hononga Mahi | Working relationships

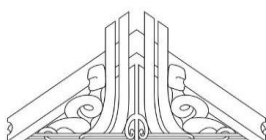
Internal: People, Culture and Wellbeing team, Finance team, Leadership Team, Managers and kaimahi across Toi Ohomai.

External: Government Agencies (ACC, MSD, IRD and MOJ), External Auditors, , Superannuation Scheme providers, Relevant Union Partners, and Payroll software provider

Resource delegations and responsibilities:

Financial: Nil

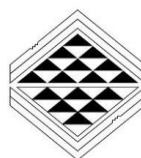
People: Nil



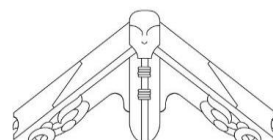
WHANAUNGATANGA



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