

Position Description

Advisor, Payroll

This position description is designed to give an overview of the type of work and performance required for this role and may include other duties as required.

Who We Are

The Civil Aviation Authority of New Zealand is the country's aviation safety and security regulator. We are a Public Service Crown entity responsible through our Board to the Minister of Transport. We regulate a wide range of aviation activities, from commercial airlines to private pilots, ensuring that all aspects of the industry meet the highest standards of safety and security. Our important work not only saves lives but also facilitates travel, recreation, commerce, and protects the environment. By ensuring a safe and secure aviation system, we provide confidence and safeguard the reputation of New Zealand, benefiting our country as a whole.

Our Vision and Purpose

Everything we do is related towards the achievement of 'a safe and secure aviation system – so people are safe, and feel safe when they fly'.

Our Pathways

We have three pathways that lead us to delivering our vision and purpose:

1. Leadership and Influence

Through regulatory leadership we influence a safe and secure civil aviation system for New Zealand.

2. Active Regulatory Stewardship

We monitor and care for the civil aviation regulatory system through our policy and operational responsibilities.

3. Professional Regulatory Practice

We act to identify risk and reduce it through intelligence-led intervention.

Our Values

Our organisation's Values support how we work to keep New Zealand skies safe and secure.

Collaboration - *Me mahi tahi*

We work together to achieve and succeed

Transparency - *Me mahi pono*

We are open and honest communicators

Integrity - *Me mahi tika*

We do the right thing

Respect - *Me manaaki*

We treat all people with consideration and kindness

Professionalism - *Kia tu rangatira ai*

We act in a way that brings credit to ourselves and our organisation



These feathers symbolise our Values, which are inspired by the sacred huia bird – a revered symbol of friendship, respect, leadership and mana.

Each feather in the Values has a different hue to reflect different aspects of the diversity, leadership, talent and experience our people bring to their work every day.

Our Values are us – we are many cultures, languages, genders, unique personalities and perspectives working together to achieve our Vision and Purpose.



Role Purpose

The Advisor, Payroll works as part of the payroll team, assisting the Senior Advisor, Payroll and Manager, Payroll to ensure the provision of an accurate, effective and efficient payroll service to the Civil Aviation Authority.

Key Dimensions

Group:	Corporate Services	
Team:	Finance and Commercial	
Reports to:	Manager, Payroll	
Location:	National Office, Wellington	
Salary Band:	Band 13	
Financial:	Nil	Delegation Level = Nil
People:	Direct Reports = Nil	Delegation Level = Nil
Organisational Delegations:	Nil	
Key Relationships:	Internal: <ul style="list-style-type: none"> Finance and Commercial team People and Capability group Managers and staff across CAA 	External: <ul style="list-style-type: none"> Inland Revenue ACC
Essential requirement/s:	<ul style="list-style-type: none"> Understanding of legislation specific to payroll – Holiday Act, KiwiSaver, IRD & Court deductions, Child support 	

Shared Accountabilities

- We work professionally, aligned with our Values, Code of Conduct and guiding CAA policies.
- We foster a safe, inclusive culture by respecting and embracing the diverse perspectives, experiences, and backgrounds of all.
- We ensure our work is aligned to our strategy, vision and purpose in our approach to delivering intelligence led, risk-based safety and security outcomes.
- We carry out work and conduct our relationships in a way that supports CAA's commitment to Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe and by following the responsibilities laid out in our Health, Safety and Wellbeing Commitment Statement which outlines the expectations of leaders and all staff.

Key Accountabilities

- Interpret and apply contractual conditions and legal requirements as per Holidays Act, relevant Collective Employment Agreements (CEA) and individual agreements
- Provide customer focused, efficient and effective payroll administration and processing services by carrying out the day-to-day tasks required
- Enter new employees to the Authority payroll database as per their employment agreement, ensuring all paperwork is completed



- Terminate employees from the Authority payroll database when required in order to maintain an accurate database
- Assist the payroll team in the calculation of salary for each individual and ensure all staff details for each pay run are complete on time and are accurate
- Change and verify alterations to employee details where necessary e.g. tax codes, bank account, KiwiSaver etc.
- Interface timesheet system with the Authority payroll database analysing for discrepancies and amending as necessary
- Process employee expense claims and variations in an accurate and effective manner
- Provide high quality advice and support to staff on payroll and related employment condition issues
- Participate in payroll-related projects when required by your Manager
- Contribute to continuous quality improvement in the development of all payroll policies, procedures and ongoing compliance with legislative mandate and statutes, including their implementation
- Respond to all staff enquiries in an informative and timely manner
- Maintain the employee personal file system

Competencies

Get Smart – Knowledge & Context: Level 1 ■■■

Understands the role of the CAA within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of the CAA. Follows the guidance and processes expected of all CAA employees as a modern, adaptive regulator, set out in policies, legislation, aviation rules and other internal documents.

Think Smart – Sound Judgement: Level 1 ■■■

Makes appropriate and transparent decisions by analysing relevant information, takes into consideration different points of view, demonstrating the ability to make difficult and/or sensitive decisions. Has flexibility to both adopt a course of action and change it when required by the situation.

Work Smart – Achieves Results: Level 1 ■■■

Drives change and results through effective planning, collaboration, and communication. Builds trust, fosters teamwork, and demonstrates self-awareness to achieve shared goals and continuous improvement.

Act Smart – Personal Effectiveness: Level 1 ■■■

Is adaptable and resilient to meet changing needs and expectations. Displays self-awareness and is respectful of diversity. Takes responsibility for self-learning and development. Demonstrates behaviours consistent with the Code of Conduct and CAA Values.

Skills and Experience

- Experience in payroll administration or general administration, preferably with exposure to payroll in a medium to large-sized organisation
- Training and experience in payroll systems, preferably PayGlobal although this is not essential
- Knowledge of relevant employment legislation Holidays Act 2003 and amendments, KiwiSaver Act 2006 and amendments, Parental Leave Act, Taxation, Privacy Act legislation is preferred
- Working knowledge of IRD requirements
- Competent with computer software packages, including Microsoft Word for Windows, Excel, Outlook.



- Excellent verbal and written communication skills
- High degree of attention to detail and accuracy
- Strong planning, organisational ability and self-management skills
- Commitment to the principles of quality management and best practice
- Ability to work to deadlines, sometimes under pressure and willingness to work as part of a team
- An enthusiastic approach to change and continuous improvement, to acquiring new skills and learning new tasks, as well as keeping abreast of changes in the payroll, human resources and finance areas.

