

Position Description

Manager, 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 Manager, Payroll is part of the Finance and Commercial team and is responsible for providing an effective, accurate and efficient payroll service to the organisation. The role will proactively identify, develop and implement payroll functions and procedures to effectively meet the changing needs of the Authority.

The payroll function is end to end including timesheet processing, PAYE and reporting and is processed every fortnight for a combined payroll of approximately 1200 employees. It is critical for the fortnightly salaries and related adjustments to be processed in a timely and accurate manner.

Key Dimensions

Group:	Corporate Services	
Team:	Finance and Commercial	
Reports to:	Chief Financial Officer	
Location:	National Office	
Salary Band:	17	
Financial:	Yes	Delegation Level = Tier 4
People:	Direct Reports = 5	Delegation Level = Tier 4
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"> Internal and external governance boards and committees Inland Revenue External Auditors Software vendor
Essential requirement/s:	•	

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 the CAA's commitment to the Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe by following the responsibilities laid out in our people policies and our Health, Safety and Wellbeing Commitment statement.
- As leaders, we are accountable for building trust, fostering growth, and empowering teams. We create and support an environment that enables professional working relationships through collaboration both within the CAA and with parties we engage with. We bring to life the organisations leadership expectations which are designed to empower teams to succeed and deliver on the organisational outcomes.



Key Accountabilities

- Work collaboratively as a member of the Finance and Commercial leadership team to drive the overall performance of the team, ensuring that it effectively performs its core functions, and instil a strong focus on ongoing performance improvement
- Build and maintain a high-performing Payroll team that delivers on organisational expectations and requirements through effective financial oversight and management, workforce planning and workload management, people capability development and engagement, performance management and quality oversight of the work of the unit
- Management oversight and leadership of the Payroll team to enable outcomes that are aligned to the organisation's strategy and intent and the finance business plan, and contribute to the organisation's performance and reputation.
- Actively manage relationships with external stakeholders, groups and interests, represent and promote the Authority externally to support, explain and build the overall reputation, purpose and performance of the Authority.
- Partner with leaders and SME's from operational delivery groups, and the wider organisation, to ensure the payroll services are fit for purpose and reflects operational requirements and best practise.
- Ensure that payroll systems and services are underpinned by robust analysis, and key metrics are in place to determine effectiveness.
- Follow good governance practices (e.g. anticipating and framing risks with a supporting mitigation plan; knowing how to present information at the right level and where decision-making responsibilities lie and monitoring progress).
- Lead the payroll team to ensure the provision of quality payroll systems and services and continuous quality improvement, including appropriate processes, internal control systems, policies and standards are developed, implemented and maintained with legislative mandate and statutes, including their implementation
- Ensure that contractual conditions and legal requirements as per Holidays Act, relevant Collective Employment (CEA) and individual agreements are interpreted and applied correctly
- Ensure that all payroll reporting is accurate prior to distribution and reconciles against General Ledger accounts
- Ensure that the organisation manages payroll audits effectively and efficiently, including providing documents, reports and other payroll related reports upon request and implements procedural changes recommended by auditors
- Approve planned payroll processing schedules, cut off dates/times 12 months ahead
- Authorise the closing of the fortnightly pay and oversee the preparation of the payroll summary, direct credit schedule and reconciliation report to be signed off by Chief Financial Officer
- Provide strategic and operational advice to the Chief Financial Officer and other managers in the areas of payroll best practices, associated legislation and implications
- Develop and implement strategic plans to improve payroll operations by maintaining a current working knowledge of legislation, industry trends and innovations
- Provide high quality support and advice to management and staff on payroll and related employment condition issues
- Maintain and administer the organisations leave system ensuring leave records are up to date and leave management complies with the Holidays Act and relevant policies and procedures.



Core Competencies

Get Smart – Knowledge & Context: Level 2 ■■□

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

Think Smart – Sound Judgement: Level 2 ■■□

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 2 ■■□

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 2 ■■□

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 Authority Values.

Lead Smart – Focus On Our People: Level 1 ■□□

Effective leadership is about building trust, fostering growth, and empowering teams to succeed. Leaders create environments that promote well-being, collaboration, and high performance by balancing care and challenge. At every stage, they prioritise people and ensure individuals feel valued.

Skills and Experience

- Proven track record of experience and achievement in functional and people leadership in a complex environment.
- Proven history of developing high performing teams through effective motivation, empowerment and delegation.
- Proactive and effective management of internal and external relationships, using influencing and persuading techniques to build confidence and trust.
- Demonstrated ability to build credibility at the most senior levels of an organisation where your advice, guidance and leadership is actively sought and highly valued.
- Demonstrated understanding of the role and function of a regulatory agency, and the ability to quickly gain an in-depth understanding of the aviation regulatory system
- Well-developed ability to critically analyse and interpret complex information and make effective, well-reasoned decisions.
- Robust knowledge of payroll principles and practices as well as a working knowledge of relevant employment and payroll legislation
- Substantial payroll knowledge gained in a medium to large organisation, preferably a shift work environment with a minimum of five years' managing or leading payroll teams



- Excellent knowledge of relevant employment legislation including Holidays Act 2003 and amendments, KiwiSaver Act 2006 and amendments, Parental Leave Act, Taxation, ACC legislation and experience in interpreting employment conditions
- Training and substantial experience in payroll systems, preferably PayGlobal
- Experience in reporting and analysis of data with the ability to identify and implement business improvements that will impact on payroll and any wider HR or Finance functions
- High degree of attention to detail and accuracy
- Customer focused with the ability to work as part of a team and communicate confidently with others
- Excellent time management and organisational skills including the ability to identify and manage priorities effectively and efficiently
- Knowledge of the rules regarding privacy and personal information, and an understanding of how to apply them in practice, and an understanding of how to create policies and procedures to support best privacy practice
- Proven experience in effectively managing and supporting a team across all areas of staff management including performance management
- Experience with coaching, mentoring and staff development in order to build highly effective teams.

