



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor Payroll Systems Specialist

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A9

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes***

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Principal Advisor Payroll Systems Specialist is a senior role responsible for inputting into the optimisation, governance, and strategic direction of the organisation's payroll operations, and MyHR (employee self-service) platforms. This individual will serve as the foremost technical subject matter expert, ensuring accuracy, efficiency, compliance, and a superior user experience across these critical functions.

The Principal Advisor will drive innovation, lead complex projects, and provide expert counsel to senior leadership on all matters related to payroll and HR systems technology. This role is pivotal in ensuring our people-related systems and processes are fit for purpose, supporting the organisation's strategic objectives and enhancing the overall employee lifecycle.



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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Principal Advisor Payroll Systems Specialist you will:

1. Payroll Strategy & Operational Excellence:

- Serve as the escalation point for complex payroll issues, legislative interpretations, and compliance matters (e.g., tax, superannuation, leave entitlements).
- Develop, implement, and maintain robust payroll policies, procedures, and internal controls to mitigate risk and ensure audit readiness.
- Drive continuous improvement and automation initiatives within payroll operations, leveraging system capabilities to enhance efficiency and accuracy.
- Oversee year-end payroll processing, statutory reporting, and reconciliations.
- Stay abreast of all relevant payroll legislation and regulatory changes, ensuring proactive adaptation of systems and processes.

2. HR Systems & MyHR Platform Management:

- Provide input to the strategic direction and decision making in this space
- Define and execute the vision and strategy for the MyHR employee self-service portal, focusing on enhancing user experience (UX), driving adoption, and improving data accuracy.
- Lead the design, configuration, testing, and deployment of new HR system functionalities, modules, upgrades, and integrations.
- Oversee system administration within People Services; security, and access control, ensuring data integrity and compliance with privacy regulations.
- Champion the evaluation and adoption of emerging HR technologies, including mobile HR solutions, to improve service delivery and employee engagement.

3. Data Management, Analytics & Reporting:

- Develop and enforce a comprehensive data governance framework for HR and payroll data, ensuring accuracy, integrity, security, and privacy.



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- Lead the design and delivery of insightful HR and payroll reports, and analytics to support strategic decision-making and workforce planning specifically for Employee Services and in conjunction with the People Analytics and Insights team.
- Conduct advanced data audits and reconciliations within and between HR, payroll, and financial systems to ensure data integrity.

4. Project Leadership & Change Management:

- Act as the SME from People Services to support the Ministry's Systems team to manage large-scale HR systems and payroll implementation, upgrade, or transformation projects from concept through to post-implementation support.
- Translate complex business needs into detailed system requirements and design effective, scalable HR/Payroll system solutions.
- Develop and oversee comprehensive system testing strategies (UAT, regression, parallel payroll testing) and quality assurance processes.
- Develop and execute robust change management strategies, including training and communications, to ensure successful user adoption of new systems, MyHR portals, and processes.

5. Stakeholder Management:

- Act as a trusted advisor and primary point of contact for senior leadership, HR Advisory team, Finance, IT, and other key stakeholders on all payroll and HR systems matters.
- Effectively communicate complex system and payroll information to diverse audiences, ensuring clarity and understanding.

6. Strategic Advisory & Continuous Improvement:

- Input to and champion a multi-year strategic roadmap for HR systems and payroll operations, aligned with organizational goals.
- Provide expert advice and thought leadership on best practices in payroll management, HR technology, and employee self-service.
- Lead process mapping and re-engineering initiatives to optimize efficiency, user experience, and compliance within payroll and HR system processes.
- Mentor and develop other team members, fostering expertise in payroll and HR systems.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Expert proficiency in SuccessFactors.
- Advanced knowledge of payroll principles, practices, and compliance.
- Strong understanding of HRIS architecture, database structures, and system integrations.
- Proficiency in report writing tools and data visualization software.

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Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Commitment to continuous improvement, process optimization, and delivering high-quality services.
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- High level of integrity, discretion, and ability to handle confidential information appropriately.

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	March 2026
Approved By	HR Advisory Team



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