



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Chief Advisor – Payroll Compliance

Business Group	Te Pou Ohumahi Mātauranga Education Workforce
Location	Wellington
Salary band	B5

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 āiane, 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

A Chief Advisor contributes thought leadership and expertise to strategies, work programmes and complex system issues to support the achievement of outcomes aligned to the Ministry's purpose and agreed strategies.

The Chief Advisor Schools Payroll Remediation and Strategic Compliance reports to the Manager Pay Equity and Schools Payroll Remediation to provide thought leadership, subject matter expertise, strategic advice and governance support to the payroll remediation and strategic compliance programmes of work. This advice is integral to the Ministry's approach to fulfilling its payroll obligations for the school sector.

This role contributes to the delivery of key objectives and outcomes of historic Holidays Act remediation in a

Ngā Kōrero e pā ana ki te Tūranga

Job Description

complex and specialised environment, and is required to maintain an overview of, and support for, all functional areas within the remediation programme when required. It leads complex technical discussions in a high-stakes environment, provides advice and guidance on complex remediation and school payroll compliance issues and ensures risks, mitigations and solution options are identified.

The Chief Advisor role is a key driver of best practice improvement and supports the governance function of the Schools Payroll Remediation Programme through the Steering Group and decision making required by the Senior Responsible Officer and Sponsor. This includes the provision of advice relating to the technical application of employment leave legislation, legislative reform, stakeholder engagement and change required to payroll practices and delivery ensure compliance with relevant legislation.

You will require the expertise and capability to provide a strategic outlook to the Ministry's objectives and bring wider industry experience to provide new and contextual insights in unique schooling sector employment environment. This role will work in collaboration with others across Te Tāhuhu o te Mātauranga, the schooling sector and with payroll providers to develop, deliver and progressively improve payroll outcomes.

Across Government agencies, this role is responsible for creating and contributing to materials which represent the Ministry's position in relation to future employment related legislative change, and is required to articulate the impact and management strategies for change in current and future schooling environments.

Ngā Haepapa | Accountabilities

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

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Share expert knowledge across the organisation and the system, working with others to inform system level decision making.
- Lead the resolution of complex 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 strategic issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

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

Leadership

- Provide executive level support, advice, thought leadership and strategic influence on current and proposed payroll improvement opportunities, functionality, design and remediation solutions.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Understand and utilise a range of levers to formulate advice and respond appropriately to changing demands.
- Make decisions in accordance with the Ministry's policies and delegations framework.

Expertise

- Provide payroll expertise and practical understanding across the organisation and related systems, working with others to inform system-level decision making.
- Use education specific and broader industry payroll and payroll remediation experience and knowledge to inform on emerging issues, difficulties and risks.
- Be responsible for advice on a wide range of complex education workforce payroll and payroll remediation and compliance issues, including cross-agency policy advice and contractual/legislative frameworks.
- Develop strategies for identifying and correcting the causes of errors in the schools payroll,
- Maintain an overview of relevant payroll and payroll remediation initiatives to ensure priority goals and outcomes are achieved.

Strategic and Technical

- Develop resolution strategies for complex issues related to the calculation and payment of the schools payroll remediation by identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry
- Inform and influence the development and implementation of innovative and fit-for-purpose strategies, frameworks, capabilities, solutions and systems for current and future payroll and payroll remediation challenges.
- Lead the development of advice on generic and sector specific payroll and payroll remediation issues, helping to resolve complex matters, identifying trends, risks and opportunities.
- Identify future potential and actual payroll changes, opportunities, challenges and solutions and articulate what this may mean to the Ministry's payroll obligations.
- Provide thought leadership on critical areas including the application of legislation, use of custom and practice, collective agreements and operational payroll practice in a way that supports the delivery of high quality and timely advice on payroll and payroll remediation obligations of the Ministry.
- Work closely with and commission insights from teams that collate and analyse payroll data to understand the likely impact of change on payroll compliance costs.
- Offer timely and quality advice to management with a high level of accuracy, backed with data and evidence.

Stakeholders and Relationships

- Create innovative ways to share/present complex payroll remediation issues to audiences on a diverse range of subject matter expertise providing collateral for comprehensive and informative communications.
- Champion change initiatives supporting payroll compliance.
- Represent workforce leadership in discussions on complex solution options with key stakeholders including but not limited to education sector Unions, Labour Inspectorate, Minister for Education, Governance Board.
- Provide sector specific insights to the regulator (Ministry of Business, Innovation and Employment), Public Service Commission and to Ministers on potential impacts of legislative change on the schooling sector payroll.
- Be courageous in challenging current thinking and raising new ideas.
- Build strong, constructive and respectful relationships with key stakeholders to identify priorities and interdependencies and deliver payroll and payroll remediation outcomes through consultation, communication and collaboration.



Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Actively contribute to the quality control of advice and other work through regular participation on peer review, appraisal and discussion of issues including preparation and contribution to Ministerial correspondence, and other relevant documents.
- Work through formal and informal networks across the Ministry to promote an understanding and awareness on specific risks and issues and ensure these perspectives are considered as part of broader policy developments or initiatives.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Take responsibility for senior leadership roles for periods of time, within the Programme or the Ministry, as and when required by the Senior Responsible Officer.

Wheako | Experience

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

- Senior payroll leadership experience within a complex workforce payroll environment, leading the ideation, implementation, monitoring and improvement of organisational payroll systems, frameworks and processes.
- Proven ability to drive organisational change aligned to strategic priorities that delivers intended outcomes through developing and delivering integrated strategic and operational plans.
- Experience building and leading inclusive internal and external relationships by creating a safe, open and responsive culture.
- Experience working with education sector specific legislation and with broader legislative change processes.

Ngā Āheinga | Capabilities

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

- Ability to analyse, educate and advise on complex payroll and payroll remediation issues.
- Excellent relationship management skills with internal and external stakeholders of diverse backgrounds.
- A proven ability to influence without authority to achieve desired results and outcomes.
- Strong political awareness and ability to navigate government processes and ambiguity in a complex environment.
- Excellent interpersonal and written communication skills, including the ability to present complex issue clearly and concisely using multiple methodologies and media.
- Deep knowledge and understanding of the challenges and opportunities related to relevant legislation for the education workforce.
- Awareness of, and sensitivity to, the cultural values and particular needs of Māori. An understanding of the principals of te Tiriti o Waitangi (the Treaty of Waitangi), and how it applies in the public sector.



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. 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	Confident
Pou Mana Knowledge of Māori content	Confident
Pou Kipa Achieving equitable education outcomes for Māori	Confident
Pou Aroā Critical consciousness of racial equity for Māori	Confident

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	October 2025
Approved By	HR Advisory Team