

Team Leader - Payroll & People Data

Nga mahi o te tari kāwanatanga | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa ināianei, 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 hāpori, 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

Mō Tatauranga Aotearoa | About Stats NZ

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are expected to recognise and respect the Crown's responsibility to give effect to Te Tiriti o Waitangi and the Treaty of Waitangi – incorporating it into your work and becoming an informed and confident te Tiriti partner. By embracing and uplifting te reo Māori, tikanga and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.

Mō te tūnga | Role Purpose

The Team Leader - Payroll & People Data reports to the Senior Manager – People Operations & Data and sits within the People & Culture function.

This role leads the payroll function end-to-end, ensuring accurate, timely and compliant service delivery while driving continuous improvement, system optimisation, and operational excellence. A key focus is coaching and mentoring your direct reports to build technical capability, uplift performance, and embed strong quality and risk management practices, ensuring sustainable delivery in a complex environment.

As a key connection point with the business, you will actively seek and incorporate stakeholder feedback to ensure payroll services and ways of working remain fit for purpose, well communicated, and understood.

You will provide hands-on leadership of BAU payroll operations, acting as a senior technical expert and stepping in during peak periods or absences. Alongside this, you will lead projects and improvements across people, process and technology, while developing clear pathways for skill progression and building team resilience aligned to business needs.

The role requires strong payroll and legislative expertise, deep HRIS/system knowledge, and the ability to balance operational delivery with strategic initiatives, while continuously strengthening capability, reducing risk, and evolving services to meet organisational expectations.

Requirements in your role may change with the needs of the organisation.

Key Outcomes	Accountabilities
Lead a high-performing payroll function	<ul style="list-style-type: none"> • Lead, coach and develop a high-performing payroll team, with a strong focus on capability uplift, technical depth and continuous learning. • Build team resilience, reduce key person risk, and embed a culture of accountability, quality and continuous improvement. • Manage workload, performance and wellbeing to ensure sustainable delivery. • Operate with a high degree of independence and sound judgement, proactively identifying issues, setting direction and acting within broad organisational parameters.
Deliver accurate, timely and compliant payroll services	<ul style="list-style-type: none"> • Ensure end-to-end payroll processing is delivered accurately, on time, and in line with legislative and policy requirements. • Maintain strong controls, audit readiness, and compliance with NZ Audit, IRD and organisational standards. • Act as a senior technical escalation point, providing hands-on support for complex or high-risk payroll matters.

<p>Strengthen technical expertise, risk management and assurance</p>	<ul style="list-style-type: none"> • Provide subject matter expertise in payroll legislation, practices and compliance. • Embed robust quality assurance, validation and error prevention processes. • Continuously strengthen capability and documentation to minimise risk and ensure consistent, reliable delivery. • Navigates ambiguity and competing priorities, ensuring decisions are balanced, risk-aware, and aligned to organisational outcomes.
<p>Lead systems, data integrity and optimisation</p>	<ul style="list-style-type: none"> • Provide leadership and oversight of payroll and HRIS systems, including configuration, administration, audit and remediation. • Ensure high levels of data integrity, system control and alignment with finance and people systems. • Identify and implement system improvements to drive automation, efficiency and accuracy.
<p>Drive continuous improvement and deliver change</p>	<ul style="list-style-type: none"> • Lead continuous improvement initiatives across people, process and technology, challenging existing ways of working. • Simplify processes, reduce manual effort and improve service quality and efficiency. • Lead and deliver payroll-related projects alongside BAU, ensuring changes are embedded and benefits realised. • Exercise freedom in prioritising work, resolving issues and progressing improvements, with escalation focused on material risk, ambiguity, or strategic trade-offs.
<p>Partner with the business and contribute to strategy</p>	<ul style="list-style-type: none"> • Act as a key connection point with the business, building trusted relationships and seeking stakeholder feedback. • Ensure payroll services and ways of working are fit for purpose, clearly communicated and well understood. • Align payroll operations and improvements with People & Culture and organisational strategy. • Provides clear, confident advice and recommendations, standing behind decisions while remaining open to challenge and new information. • Engage and influence stakeholders at all levels, including external parties (e.g. IRD, auditors, system vendors), to clearly articulate complex payroll and system impacts, and shape decisions through well-reasoned advice and proactive engagement.

<p>Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.</p>	<ul style="list-style-type: none"> • Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies. • Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles. • Actively demonstrates The Way We Work principles which speak to what we care about, how we do things and what is needed for all our people to be successful in our organisation. • Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.
<p>Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptations.</p>	<ul style="list-style-type: none"> • Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto. • Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and actively support others to support this. • Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> ○ Impartial – treating people fairly without personal favour or bias. ○ Accountable – taking responsibility and answering for work, actions, and decisions. ○ Trustworthy acting with integrity and being open and transparent. ○ Respectful – treating all people with dignity and compassion, acting with humility. ○ Responsive – understanding and meeting people’s needs and aspirations.
<p>Demonstrated commitment to Health, Safety and Wellbeing while at work.</p>	<ul style="list-style-type: none"> • Take personal responsibility for your own health safety and wellbeing. • Ensure your actions or lack of action do not adversely affect the health and safety of others. • Report any incidents, near misses or any other concerns relating to health safety and wellbeing. • Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.

Person Specification | Ngā āhuatanga e hiahiatia ana e mātou

Core Requirements

- A relevant tertiary qualification and/or equivalent relevant experience for this role.
- Significant experience (8+ years) in payroll, including leading end-to-end payroll operations in a complex, high-risk environment, with accountability for accuracy, compliance, and service delivery.
- Demonstrated ability to lead, coach, and uplift team capability, embedding technical depth, continuous learning, and proactive risk management to build a resilient and high-performing function.
- Strong stakeholder management skills, with the ability to build trusted relationships, influence effectively, and incorporate customer feedback into service delivery.
- Proven ability to solve complex, multi-faceted problems, drawing on data, legislation, stakeholder insight and system knowledge to identify root causes, assess risks and implement sustainable solutions that balance operational and strategic outcomes.
- Strong technical expertise in New Zealand payroll legislation and compliance, including in-depth working knowledge and application of:
 - Holidays Act 2003
 - Employment Relations Act 2000
 - Wages Protection Act 1983
 - Kiwisaver Act 2006
 - Income Tax Act 2007 (PAYE, ESCT, FBT considerations)
 - Parental Leave & Employment Protection Act 1987
 - Accident Compensation Act 2001 (ACC levies and obligations)
- Ability to interpret and translate complex requirements into practical, fit-for-purpose processes and controls.
- Proven experience with HRIS/payroll systems, including configuration, administration, data integrity and optimisation.
- Track record of driving continuous improvement and leading initiatives or projects alongside BAU delivery.
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).
- Understands Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori. Supports initiatives to increase responsiveness to Māori.

Desirable

- Experience working within the New Zealand public sector or similarly complex regulatory environment
- Experience with CiAnywhere (or similar platforms) and system integrations across payroll, HR and finance
- Experience working with Māori, iwi, hapū, or Tiriti partners.
- Understanding of mātauranga Māori, te ao Māori, or tikanga in an organisational context.
- A broad knowledge of the machinery of government and working in the public sector would be an advantage.
- Understanding and application of tikanga practices in a work setting.
- Knowledge of iwi and Māori culture and social structures.
- Understanding of implementing Tiriti-centred approaches and partnering models.



Ngā Tāngata Me Te Ahurea | People & Culture Team

The Team Leader – Payroll & People Data role sits within the People Operations & Data unit, that’s part of the People & Culture branch in the Office of the Chief Executive Group, which is one of six business groups reporting directly to the Chief Executive.

