

Payroll Advisor

WHO WE ARE - KO WAI MĀTOU

We are Farmlands - Te Whenua Tāroa, a Co-operative owned by New Zealand Farmers and Growers, we have been around for 60+ years, supporting our rural communities, looking after our land and our people - we're Out Here Too. We're always backing Kiwis - rain or shine, year in, year out. We work as one – we help each other, we win together.

PURPOSE AND VISION – TE KAUPAPA ME TE MATAKITE

At Farmlands, our purpose is “To enable improved profitability and productivity for NZ farmers and growers”, and our Vision is “To be the go-to for everyone connected to our land”. Everything we do, every decision we make is with this in the forefront of our minds.

OUR VALUES – NGĀ UARATANGA

Our values of Be You, Minds Open, and See It Through help us to work as one - helping each other and winning together.

We're rural people supporting our rural communities looking after our land and our people.

Be you - mōu ake

It takes all sorts to make an awesome team. Diversity, different perspectives and a fresh approach to problems make everyone in the team stronger. It's not who you are or what you look like, it's all about what you bring to the table that matters.

Minds open - hinengaro tākoha

We came from a generation of greatness. It gives us the solid foundation to move on, focus on the future and use our creativity and ingenuity to build Farmlands for the next generation.

See it through - whakamaua kia tīna

We're a team. United through our love of the land and the communities we serve. We back ourselves, each other, and get behind the decisions we make together.

POSITION PURPOSE – TE PŪTAKE O TE TŪRANGA

Reports to - Kaiwhakahāere: Payroll Manager

Your Team – To tīma: People & Safety

Direct reports - Kaimahi: No

The purpose of the Payroll Advisor position is to ensure all Farmlanders are paid accurately and according to the payroll timetable and to prepare and process payrolls in accordance with company policy and in line with current legislation. The position also supports the wider People and Safety Team in driving the vision and values of the business.

KEY ACCOUNTABILITY AREAS – NGĀ WĀHANGA MAHI

| | |
|---|---|
| Safety and wellbeing - Haumarutanga | Actively contribute to a safety-first culture by: <ul style="list-style-type: none">• Keeping yourself and others safe, and participating in safety and wellbeing activities• Speaking up if you see something that is not and could injure yourself or others in the workplace• Ensuring that all KPI's, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time |
| General – Whitianga | <ul style="list-style-type: none">• Ensure Farmlanders are paid in accordance with the terms of employment agreements• Ensure all salary and wage changes are processed correctly in accordance with Farmlands' policy and legal requirements• Maintain payroll systems to ensure that Farmlanders are paid accurately and on time• Maintain pay-related data and records• Process data relating to the calculation of salaries, wages, allowances, redundancies and other payments and deductions• Handle straightforward queries regarding employment agreements• Contribute to payroll environment suggesting improvements and policy changes as appropriate• Keep up to date with payroll related employment law changes and implement these by deadline• Issuing employment documentation as required• Support development and implementation of further payroll projects and system enhancements• Perform all other activities and projects as directed |
| Professional Development - Whakawhanaketanga | Continue to develop personally and professionally by: <ul style="list-style-type: none">• Maintaining regular contact with manager to discuss progress and performance, seek feedback and address development areas• Engaging with Farmlands performance development process, recording progress and goals• Being a positive supporter and leader of change initiatives• Ensuring all training requirements are completed as required |

These may change from time to time to meet operational or other requirements.

WHAT YOU'LL BRING - ĀU ĀPITITANGA KI TE TŪRANGA

Experience - Āu tautōhitotanga

- Payroll processing experience
- Experience with standard operating and software systems including Windows and Microsoft. A competent user of Excel would be advantageous.
- Tertiary qualification in HR-related field desirable

Qualifications –

Āu tohu mātauranga

Knowledge –

Āu mōhiotanga

- Working knowledge of MYOB PayGlobal preferred
- Sound knowledge of best practice payroll activities and relevant legislation

Skills –

Āu pūkenga

- Excellent interpersonal/communication skills
- Strong time management skills.
- Strong computer literacy
- Excellent interpersonal/communication skills

Personal Attributes –

Ōu āhuatanga

- Sound judgment, Integrity, discretion and resilience
- Ability to influence others and move toward a common vision or goal
- Flexible and adaptable; able to work in ambiguous situations
- Highly organized and works well under pressure
- Prepared to listen to different perspectives and engages others to develop solutions
- Demonstrates high levels of energy, determination, tenacity and persistence to achieve outcomes
- An ability to initiate fresh thinking with a view to find and explore new ways to stimulate ideas; effectively leads team through change and promotes a growth mindset
- Quickly and effectively establishes and maintains strong, mutually beneficial and long-lasting working relationships
- Team player with the ability to work closely and collaboratively with other leaders
- Embraces change, recognising it is necessary to meet the changing needs of our customers and business
- Able to communicate with passion and conviction
- Integrity and high personal and professional standards



EVERYDAY LEADERSHIP BEHAVIOURS

WE'RE OUT
HERE TOO.



THE FOUR BEHAVIOURS OF EVERYDAY LEADERSHIP

We've identified 4 leadership behaviours that we know make the best Farmlands leaders. Different roles across the co-operative require us to approach each aspect in slightly different way, and you'll see on the next pages the different leadership levels and how they all fit together.

Create

Create Clarity

Understand the bigger picture – you understand our vision, strategy and plans. You know what's expected of you and how you should deliver this. And, if you don't know, you take steps to find out.

Have a plan – you establish a vision and course of action that's aligned to our strategy. You help others connect the dots between our vision and strategy and where they fit in achieving this. You can describe what success looks like and provide a sense of direction for others, even during times of ambiguity.

Clarify the 'why' – you make clear how activities and decisions benefit the customer and the co-operative. You provide further context where further buy-in or prioritisation is needed to help overcome resistance.

Connect

Build Connections

Forge connections – you have strong relationships with the people around you, your customers and communities. You look outside of your immediate team to create connections with the people and teams across the business who have an influence or impact on your work. You seek broader perspectives to generate insights and opportunities.

Create purpose and belonging – you create meaning for your team by uniting them around a common goal. You're authentic and prepared to be vulnerable. You promote diversity and allow others to express themselves and for all voices to be heard equally.

Take people with you – you inspire people through your energy, commitment to our business and enthusiasm for the future. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.

Deliver

Deliver Results

Create structure – you plan ahead and create the structures and work routines to get things done. You make use of the systems and technology available to you. You're agile and look to work in new ways.

Think and act like an owner – you take responsibility for your performance and delivering to a high standard. You tenaciously pursue the right outcomes and don't confuse activity with results. If you lead people, you set clear expectations for every team member.

Insights driven – you understand the commercial aspects of your role and make decisions based on data and insights. You draw from new sources of information to generate ideas, seeking to innovate, disrupt and change. You are focused on building a stronger organisation tomorrow than today.

Grow

Grow Self, Grow Others

Have a growth mindset – your resilience helps you embrace change, persist through challenges and learn from feedback. You are curious and have flexibility of thought and perspective. You know your strengths and opportunities, actively engage in self-development and take time to reflect and apply learnings.

Develop capability – you coach others to build capability and achieve their potential. You know your team, their aspirations and support them to learn, grow and take ownership of their development.

Get out of the way – you empower others by delegating and creating space for them to do their best work, trusting them to deliver and providing support where required. You make it safe for others to try new things and learn from mistakes.

HOW THIS SHOWS UP IN EVERYDAY BEHAVIOUR (LEAD SELF)

| Create | Connect | Deliver | Grow |
|--|--|--|--|
| <p>Create Clarity</p> <p><i>By understanding your role and how it contributes to the bigger picture you will make the right decisions.</i></p> <p>Align with the bigger picture</p> <ul style="list-style-type: none">• Work is directly aligned with our vision, strategy and plans.• Know what's expected and how to deliver. <p>Have a plan</p> <ul style="list-style-type: none">• Have a vision and course of action that's aligned to our strategy.• Help others understand how they fit in. <p>Clarify the 'why'</p> <ul style="list-style-type: none">• Understand and make it clear how activities and decisions benefit the customer and the co-operative. | <p>Build Connections</p> <p><i>You have strong relationships with your team and the people you work alongside to achieve success in your role.</i></p> <p>Forge connections</p> <ul style="list-style-type: none">• Create strong relationships with others. <p>Create purpose and belonging</p> <ul style="list-style-type: none">• You and your team are united around a common goal.• Promote diversity and allow others to express themselves. <p>Take people with you</p> <ul style="list-style-type: none">• Inspire people through your energy, commitment and enthusiasm• Consider information from a range of sources in decision making. | <p>Deliver Results</p> <p><i>You deliver to the expectations of your role.</i></p> <p>Create structure</p> <ul style="list-style-type: none">• Plan and create structure to get things done.• Be agile and look to work in new ways. <p>Enable performance</p> <ul style="list-style-type: none">• Take responsibility for your performance and deliver to a high standard. <p>Think about the business</p> <ul style="list-style-type: none">• Think and make decisions with a commercial lens.• Seek new information focused on building a stronger Farmlands. | <p>Grow Self, Grow Others</p> <p><i>Being agile and resilient, listening and responding to feedback, and putting in the effort.</i></p> <p>Apply a growth mindset</p> <ul style="list-style-type: none">• Be agile, persist through challenges and learn from feedback.• Actively engage in self-development and apply learnings. <p>Develop capability</p> <ul style="list-style-type: none">• Coach others to build capability and achieve their potential.• Know and support others to take ownership of their development. <p>Get out of the way</p> <ul style="list-style-type: none">• Empower others by creating space for them to do their best work.• Make it safe for others to try new things and learn from mistakes. |