**DIRECTORATE:** Chief Executives Directorate

**DEPARTMENT:** Human Resources & Organisational Development

**POST:** HR Officer - Payroll

**GRADE OF POST:** Grade 6

**RESPONSIBLE TO:** HR Supervisor – Pensions and Payroll

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**JOB PURPOSE**

To contribute to an effective and customer focused transactional and administrative support service within the Payroll Team.

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**PRINCIPAL RESPONSIBILITIES AND ACTIVITIES**

* To provide a full range of HR transactional, administrative and customer support associated with the Council’s payroll process.

* To provide advice and guidance to customers in respect of all areas of responsibility; ensuring that HR/Payroll policies, practices and procedures are applied in a consistent manner across the Council.
* To undertake duties associated with payroll including the calculation of P.A.Y.E, N.I., Pension, Gross pay and Statutory Payment within the required deadlines.
* To process weekly and monthly timesheets, deductions and statutory, contractual and other adjustments to pay within required deadlines.
* To provide ‘first point of contact’ support for managers and employees in relation to payroll queries; resolving or escalating calls as appropriate.
* To maintain the HR/Payroll computerised information system along with related information databases in accordance with service standards and timescales.
* To contribute to the continual review, streamlining and improvement of processes to ensure effective and timely service delivery.
* To contribute to the development and maintenance of self-service information and support facilities for managers and employees.
* To assist with the provision of information in response to third party requests (e.g. FOIs).
* To collect, check, monitor, analyse and input of data to ensure compliance with HR procedures.
* To liaise with outside agencies, ensuring consistent advice is given, information is given/disseminated accurately and procedures are followed consistently.
* To work closely with the colleagues across the wider HR/OD team in order to ensure the provision of consistent and ‘joined up’ services and the promotion of the new HR operating model.
* To provide cover for other HR Service Centre staff as appropriate to ensure customer needs are met and to support the needs of the service.

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Policies/Corporate%20Health%20and%20Safety%20Policy.pdf)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children’s IAA Service within MASH.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

# Person Specification

## HR Officer - Payroll

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√)

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| **Attributes** | **Requirements** | **Essential** | **Method of Evaluation / Testing** |
| **Qualification, Education &**  **Training** | * QCF/NVQ Level 3 in a related subject field or an ability to demonstrate competence through experience. | √ | Production of original Qualification Certificates and application form. |
| **Knowledge &**  **Experience** | * Experience of working in an HR/Payroll transactional environment. * Experience of processing HR transactional activities (e.g. recruitment, contracts, payroll etc. within deadlines. * Understanding of the range of work undertaken in a HR Team. * A clear understanding of data protection/confidentiality requirements. * Basis knowledge of processes as they relate to salary administration. * Experience of working with computerised information systems. | √  √  √  √  √ | Interview, application form and selection process |

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| **Skills &**  **Personal**  **Qualities** | * ICT skills including a good working knowledge of Microsoft Office suite. * Able to prioritise, work under pressure and to tight deadlines. * Ability to work effectively with employees and managers at all levels. * Good written and verbal communication skills. * Good numeracy skills. * Attention to detail and ability to deal with confidential information appropriately. * Ability to work effectively with minimal supervision and support colleagues within the wider team. * Ability to analyse payroll data in an effective manner. * A good understanding of what makes great customer service. * Ability to demonstrate an understanding of the principles of fairness, equity and transparency. * Able to communicate through the medium of Welsh. | √  √  √  √  √  √  √ | Interview, application form and selection process |