

Job Description

General Details	
Job Title:	Human Resources Payroll Administrator (HR17-01RA)
School/Service:	Human Resources and Organisational Development
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full time, 37 hours per week
Grade/Salary:	Grade 4
Date Prepared:	April 2017

Job Purpose
To provide a comprehensive payroll administrative and clerical support service associated with the work of the HR&OD Service Centre, including the provision of routine advice and support regarding University terms and conditions of employment.

Relationships
Reporting to: Head of Human Resources and Organisational Development Service Centre Manager
Responsible for: No staff responsibility

Main Activities
As directed by the HR and OD Service Centre Manager, undertake a range of clerical and administrative duties including, but not limited to:
<ol style="list-style-type: none"> 1. To assist with the effective administration of payroll services for the University schools and services 2. To set up, update and maintain electronic payroll files 3. To validate, prepare and implement payment of salaries and wages, overtime, consultancy and non-regular pay claims 4. To process payroll through gross to net according to established deadlines 5. Print and validate and maintain files of all payroll summaries and records according to Inland Revenue and audit requirements 6. To administer the payment of sickness and family leave pay and to liaise with the appropriate HR team/School/Service as necessary, to advise individuals of changes/expiry of sickness pay 7. To assist in the implementation of annual pay awards and increments 8. To provide information to the appropriate Human Resources team in relation to fixed term appointments and incremental dates and to liaise with member of the Human Resources team on all relevant salary matters 9. To administer all staff leavers on the monthly payroll, including the issuing of correspondence to managers and staff as required 10. To deal with the administration of incoming pay and tax details and to produce and issue appropriate Inland Revenue documentation for leavers 11. To respond to requests for information such as rent rebates, statements of earnings and insurance claims 12. To produce payroll reports as and when required 13. To assist in the production of end of year returns 14. To deal with, or refer as appropriate, enquiries on pay, tax and other payroll related matters

15. To assist in the implementation of best practice in payroll procedures
16. To contribute to the ongoing development of the computerised payroll system
17. To administer pensions
18. To assist with a range of payroll, administrative and clerical tasks connected with the appointment of new staff, including right-to-work checks, Disclosure and Barring Service checks, references, etc, as required
19. To provide routine advice and guidance over terms and conditions of employment, referring staff to the relevant HR team, as required
20. To undertake a range of administrative and clerical tasks required for the effective delivery of Human Resources services in accordance with the requirements of employment legislation, audit requirements, confidentiality and policy and procedures
21. To provide support at events (e.g. Celebrating Staff Success, Leading for Success, etc) as required
22. To undertake any other reasonable duties as may be required from time to time

Special Conditions

The role holder may be required to travel between sites from time to time in a cost effective manner.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Person Specification



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School/Service: Human Resources and Organisational Development

The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Qualification in payroll or Significant recent experience of working in a busy payroll administrative role within a large complex organisation	E	A/I
2	Excellent Mathematical Skills	E	A/I
3	Experience of working in accordance with high service standards with evidence of anticipating problems, improving standards and developing innovative customer solutions	E	A/I
4	Excellent interpersonal skills with the ability to work constructively with a wide range of staff, including evidence of the use of tact, diplomacy and negotiation	E	A/I
5	Proven skills to effectively organise and plan allocated work activities and work to tight deadlines whilst maintaining attention to detail	E	A/I
6	Demonstrates initiative in solving problems and making independent decisions balanced with sound judgement in determining when to escalate an issue	E	A/I
7	An awareness of good data management practice and requirements e.g. Freedom of Information, Data Protection	E	A/I
8	Evidence of continuous professional development and a desire to maintain employment law and best practice knowledge	E	A
9	Proven IT and Microsoft Office skills, including Outlook, Word and Excel (Competent with Spreadsheets)	E	A
10	A working knowledge of UKVI requirements with experience of administering processes for the employment of workers requiring permission to work in the UK	E	A/I

11	Experience of using HR/payroll systems software (ideally Resourcelink)	D	A/I
12	Experience of working within a Human Resources department	D	A/I

***Key**

[A] Application form

To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'

[I] Interview

To be assessed during the interview process including selection tests or presentation, as appropriate