

## Job Description

General Details	
Job Title:	Human Resources Payroll Administrator (HR17/02)
School/Service:	Human Resources and Organisational Development
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full time, 37 hours per week
Grade/Salary:	Grade 5
Date Prepared:	August 2017

Job Purpose
<p>To provide a comprehensive payroll administrative support service associated with the work of the Human Resources and Organisational Development Service Centre, including the provision of routine advice and support regarding University terms and conditions of employment.</p> <p>Support development, management and maintenance of the University integrated Human Resources and Organisational Development/Payroll System as directed by the Head of Human Resources Organisational &amp; Development Centre Manager.</p> <p>To develop and produce a comprehensive set of management information reports for internal use within the University and provide management information to external mandatory requirements in a timely manner.</p>

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

Main Activities
<p>As directed by the Human Resources and Organisational Development Service Centre Manager, undertake a range of clerical and administrative duties including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Creation and maintenance of records, and payment of employees on the system</li> <li>• Implementing changes to an employee's record following approval through Human Resources and Organisational Development established procedures</li> <li>• Periodic and additional payments and deductions in accordance with University terms and conditions of employment</li> <li>• Termination of employees</li> </ul>

- Statutory payments and deductions

1. Undertake processing and reconciliation procedures associated with the monthly payroll cycle and statutory and other related end of year returns, in accordance with audit requirements, employment legislation, Inland Revenue requirements and Pensions Agencies regulations.
2. Liaison with the Inland Revenue, Social Security, Magistrates Courts, Pensions Agencies and other associated bodies in respect of attachments to employee payments and related issues arising.
3. Contribute to the development, customisation, management and maintenance of the University's Integrated Human Resources and Organisational Development/payroll system, together with assisting with the co-ordination of upgrades and provide related training and guidance to users of the system.
4. Ensure that proper records ancillary to the payroll operation are accurately and properly prepared and maintained, and that those records are retained in a confidential, secure and readily accessible manner i.e. allowing speedy reference / management reporting, consistent with prevailing statutory duties.
5. Maintain internal checks, the overall security of payroll operations and regular reconciliation controls in accordance with payroll procedures and audit requirements.
6. Provision of information to staff on payroll related matters including remuneration terms and conditions of employment, pension matters, financial regulations and Inland Revenue requirements.
7. Liaise with software suppliers, Digital Services and Line Manager in respect of enhancements, upgrades and 'fixes' in respect of the Human Resources and Organisational Development/payroll system, and associated report writing facilities.
8. Work closely with the Human Resources and Organisational Development team to ensure accurate and timely production of the University's payroll including allowances and deductions and ensure compliance with the statutory regulations currently in force.
9. Produce management reports as required, by the University to mandatory returns for example HESA, ONS, pension funds etc.
10. Develop and maintain the production of a comprehensive set of management information reports for internal use within the University and provide ad hoc reports as appropriate.
11. Assist the Human Resources and Organisational Development Service Centre Manager with the implementation of new policies and procedures and lead in key areas of their delivery.
12. Deputise in payroll for the Human Resources and Organisational Development Service Centre Manager as appropriate.
13. Represent Human Resources and Organisational Development on internal and external committees and working groups, providing advice as appropriate.
14. Coach and provide guidance to other members of Human Resources and Organisational Development as appropriate.
15. To support and contribute to the work of any other areas of Human Resources and Organisational Development as demands dictate.
16. To provide support at events (e.g. Celebrating Staff Success, Leading for Success, etc.) as required
17. 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



**Job Title: Human Resources Payroll Administrator (HR17/02)**

**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	Proven experience of working in a large complex organisation, completing payroll and carrying out administrative duties, ideally within a busy HR environment	E	A/I
2	A good working knowledge of payroll/tax/ni/pension regulations	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	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	I
5	Proven skills to effectively organise and plan allocated work activities and work to tight deadlines whilst maintaining attention to detail	E	I
6	Demonstrates initiative in solving problems and making independent decisions balanced with sound judgement in determining when to escalate an issue	E	I
7	An awareness of good data management practice and requirements e.g. Freedom of Information, Data Protection	E	I
8	Evidence of continuous professional development and a desire to maintain employment law and best practice knowledge	E	I
9	Proven Digital and high level Microsoft Office skills, including Outlook, Word and Excel, Office 365	E	A/I
10	Experience of using HR/payroll systems software (ideally Resourcelink) and/or on-line recruitment system	D	A/I
11	A working knowledge of UKVI requirements with experience of administering processes for the employment of workers requiring permission to work in the UK	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**