



Staffordshire University Services Ltd

Job Description

General Details	
Job title:	Payroll Administrator (HR19/03)
School/Service:	Human Resources & Organisational Development
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full time working 37 hour per week
Grade/Salary:	Grade 4
Date Prepared:	July 2019

Job Purpose
<p>To provide a comprehensive payroll administrative support service associated with the work of the Human Resources and Organisational Development, 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 Payroll Manager.</p>

Relationships	
Reporting to:	Payroll Manager
Responsible for:	No staff responsibility

Main Activities
<p>As directed by the Payroll Manager, undertake a range of clerical and administrative duties including, but not limited to:</p> <ul style="list-style-type: none">• Creation and maintenance of employee records on the system• Creation and maintenance of Unitemps workers and other adhoc workers• Implementing changes to an employee's record following approval through Human Resources and Organisational Development established procedures• Periodic and additional payments and deductions in accordance with University terms and conditions of employment• Termination of employees and workers• Entering short and long-term sickness absence into Resoucelink, including standard letters

- Routine telephone and email enquiries, and managing the payroll inbox
- Dealing in with incoming post
- Processing childcare vouchers and travel schemes
- Processing attachment of earnings
- To support and contribute to the work of any other areas of Human Resources and Organisational Development as demands dictate.
- To provide support at events (e.g. Celebrating Staff Success, Leading for Success, etc.) as required
- To undertake any other reasonable duties as may be required from time to time

Special Conditions

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

The employer 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

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Geeta High, email Geeta.High@staffs.ac.uk

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.

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.