

Senior Payroll Officer

FINAL

Date: September 2015



POST: Senior Payroll Officer
SERVICE: HR&OD
SECTION: Human Resources
BAND: Band 6

All posts currently covered by NJC conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process

MAIN PURPOSE

1. Provide a comprehensive payroll and pension administration service (in partnership with Essex County Council) to meet the needs of the organisation adhering to an HR culture which is results oriented, customer focused and forward looking.
2. Facilitate business process re-engineering and ongoing payroll systems development.
3. Provide high-level payroll knowledge, skill and expertise in the delivery of the corporate advice.
4. Work with the Principal HR Systems and Workforce Analyst to ensure the maintenance of the Council's workforce establishment and establishment control process
5. Consult in a professional, proactive and commercially focused manner in the day-to-day delivery of payroll services.
6. Contribute as an effective and collaborative member of the HR team and the wider HR & OD Department

DUTIES

1. **Provide a comprehensive payroll and pension administration service (in partnership with Essex County Council) to meet the needs of the organisation adhering to an HR culture which is results oriented, customer focused and forward looking:**
 - Ensure the efficient and seamless provision of the payroll service ensuring that payments to employees and Members are accurate and made on time and a first point of contact for internal and external payroll queries is provided.
 - Work with the wider HR & OD team to support the business partnering approach involving other colleagues and key stakeholders to deliver service improvements to meet customer needs and improve management capability.
 - Ensure all statutory and regulatory returns are completed and submitted on time.
 - Ensure compliance with all statutory and regulatory requirements in the provision of services.
 - Working closely with Essex County Council pensions administration team to adhere to the requirements of auto enrolment to the pension scheme/s and compliance with the LGPS pensions contribution data and deduction requirements.

- In accordance with the requirements of the Essex County Council pensions administration team provide timely and accurate pension contribution data and information returns.
- Ensure the monthly reconciliation of the payroll accounts and full compliance with requirements for the closure of all accounts to meet fiscal year end processes.
- Ensure the efficient recovery of overpayments.
- Contribute to the development, submission, monitoring, review and reporting of service performance standards as developed, agreed and set.
- Monitor and evaluate service performance to ensure the efficient and effective use of resources.

2. Facilitate business process re-engineering and ongoing payroll systems development:

- Support the review and continuous improvement of payroll processes and systems in line with the Council's business needs and statutory obligations.
- Ensure the integrity, security and protection of data held on the payroll system
- Ensure continuous review, testing and quality assurance of system upgrades and enhancements.
- Consider, challenge and implement (where appropriate) audit recommendations and mitigating actions associated with identified risks.

3. Provide high-level payroll knowledge, skill and expertise in the delivery of the corporate advice:

- Provide advice to managers, staff, and members in relation to relevant legislation
- Ensure the development and maintenance of payroll policies and procedures to meet the Council's statutory and contractual obligations and provide advice on these
- Research, develop and implement best practices policies and procedures
- Keep abreast with professional developments and legislative requirements and their applications which affect assigned departments' services

4. Work with the Principal HR Systems and Workforce Analyst to ensure the maintenance of the Council's workforce establishment and establishment control process:

- Support the maintenance of the Council's workforce establishment data including interims and agency resource in line with organisational requirements.
- Ensure data accuracy and integrity in respect of the workforce establishment.
- Support the use and on-going development of the establishment organisational charting software.
- Support the continuous review and development of the establishment control process.
- Support the Manager in ensuring the appropriate definition, engagement and use of interim resource to satisfy HMRC requirements.
- Ensure the timely implementation of modifications to positions.
- Ensure the efficient attachment of new starters to payroll to ensure timely payment of salaries.

5. Consult in a professional, proactive and commercially focused manner in the day-to-day delivery of payroll services:

- Ensure that service standards as developed and set are met and monitored using the Consultancy Framework for the payroll team.
- Ensure appropriate record keeping for audit purposes in line with best practice, organisational and data protection requirements.

- Ensure the timely provision of key communications in respect of payroll and pension changes and information to the workforce.
- Work in partnership with colleagues to proactively maintain the content of the HR intranet in relation to payroll.
- Actively evaluate all projects/work with a view identifying improvements and contributing to workforce organisational health data analysis.

6. Contribute as an effective and collaborative member of the HR team and the wider HR & OD Department:

- Participate in the on-going development, implementation and monitoring of the wider service plan and team work programme.
- Champion the professional integrity of the HR & OD service.
- Actively assist with the transition from centrally supported HR & OD processes and record keeping to self service and provide appropriate support as necessary to ensure smooth and seamless transition.
- Actively share feedback across the team, both positive and constructive criticism, on HR & OD services.
- Assist the wider HR & OD team when there are peaks in workload and/or absence from office.
- Support wider departmental and corporate projects and initiatives.
- As a member of the HR & OD team, to actively challenge existing/established ways of working both within and outside of the department and work towards establishing a more dynamic approach to these working systems.
- Take responsibility for continually developing self in order to maximise personal contribution to the role.

7. Take responsibility for continually developing self, in order to maximise personal contribution to the role, through the professional development plan that is a combination of the training and development needs identified from the main duties outlined above and the HR Profession Map Behaviours outlined in the person specification.

8. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a “protected characteristic”.

9. Undertake all the duties within the framework of Equal Opportunities.

10. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

Note: This is a description of the duties and responsibilities of the post at the date of publication. The duties may change over time as requirements and circumstances change. The person in post may also have to carry out other duties as may be necessary from time to time.

REPORTS TO: HR Performance Manager

RESPONSIBLE FOR: Not applicable

PERSON SPECIFICATION

Position Title:	Senior Payroll Officer	Date Prepared:	September 2015
Department:	HR & OD	Band:	6

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.1	EXPERIENCE AND KNOWLEDGE Demonstrable experience of delivering a payroll function in an organisation of similar scale and/or complexity	✓		AF/ I/ T
1.2	Credible payroll practitioner with knowledge on the best of current thinking on payroll matters	✓		AF// T
1.3	Up to date knowledge of relevant employment and payroll legislation, European directives and codes of practice and their implications in the workplace	✓		AF// T
1.4	Understanding of the broader operating context for the Council and partners	✓		I/T
1.5	Previous experience of Midland iTrent Payroll Information System or other Payroll Information Systems.	✓		AF// T
1.6	Evidence of ongoing and relevant professional development	✓		I
2.1	SPECIAL ABILITIES/COMPETENCES Ability to provide clear and unambiguous advice on complex and contentious issues exercising judgement and analytical skills	✓		I/T
2.3	Confident liaison with senior officers and external providers with well developed influencing with a particular focus on diagnostic ability	✓		I/T
2.4	Good oral and written communication skills – for example presenting information in a concise, accurate and understandable way	✓		AF// T
2.5	Practical problem solver, with focus on efficiency, best value principles and the effective management of conflicting priorities	✓		I/T
2.6	Ability to demonstrate resilience – for example in face of management and trade union pressure and when facing demanding workloads	✓		AF// T
2.8	Proven experience Local Government Pension Scheme and HMRC (FPS & EPS returns)	✓		AF// T
2.9	Demonstrable ability of word processing and spreadsheet applications (Word and Excel)	✓		I/T
2.10	Strong orientation towards customer support and responsiveness	✓		AF/I

	REQUIREMENTS	Essential	Desirable	Assessed
2.10	Ability to build constructive and productive work relationships with all levels of staff	✓		A/F/I T
2.11	Ability to work unsupervised with a high level of initiative	✓		I/T
2.12	Inclusive team player, performance driven and able to take a corporate approach	✓		I/T
2.13	Champion and commit to the Council's Diversity agenda and customer care philosophy	✓		I/T
3.1	EDUCATION AND TRAINING Relevant payroll qualification or payroll management experience	✓		AF
3.2	Knowledge, skills and experience sufficient to be the payroll specialist inclusive of all payroll issues	✓		I