**Job Description:**

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| **Post:** | ***Human Resources & Payroll Assistant*** |
| **Salary Grade:** | *Grade 3 £18306 - £22338* |
| **Responsible to:** | *HR Manager/Payroll Manager* |
| **Responsible for:** | *N/A* |

**Key Purpose:**

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|  | The post holder will be able to work across a diverse range of HR and Payroll Administrative duties, ensuring high quality and robust processes and procedures are implemented and maintained |
|  | Provide an overall generalist HR and Payroll service to line managers, providing first line advice and guidance in the areas of recruitment, family friendly policies, absence management and other general HR and payroll issues |
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**Key Responsibilities and Accountabilities:**

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| **Recruitment Employment and Termination** | Assist in advising Managers on recruitment timescales, wording for adverts and recruitment campaigns / media and prepare selection and interview packs for managers  Help to coordinate and manage recruitment and interview processes ; including placing adverts, monitoring applications, obtaining references, arranging interviews and undertaking pre-employment checks.  This will include liaison and negotiations with Agencies where agency staff are required |
|  | Assist with ensuring all Pre employment checks are carried out and single central record is updated and follow up outstanding pre-employment checks and escalate where needed to ensure resolution.  Maintain the single central record in line with Ofsted and safeguarding requirements |
|  | Assist with ensuring all contracts and offer letters are issued within statutory time frames, in accordance to agreed templates, calculating prorated salaries and leave entitlements accordingly |
|  | Ensure leavers procedure is adhered to, chasing any outstanding documentation liaison with payroll. Support for managers where appropriate in conducting Exit Interviews and completion of leavers checklist. |
| **Payroll and Pensions** | To ensure efficient starter process, recording of starters on the Payroll system and Starter Pension notification |
|  | Assist with Pension administration and Auto Enrolment assessments |
|  | Process payroll record changes i.e. contract changes |
|  | Assist the Payroll Manager with Year and Month End Process where required |
|  | Assist the Payroll Manager with payroll queries |
|  | Assist the Payroll in the calculation of restructuring costs and provision of estimates |
|  | Ensure all pension exit documentation is completed |
| **HR Information and Recording** | Contribute to workforce reporting procedures and the production of reports on HR and payroll statistics where required. Assist with the development of HR KPI dashboard and accurate MI that is aligned to the College Strategic Aims. |
|  | Maintain absence data, and support the HR Adviser in providing reports and dealing with attendance triggers where appropriate |

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| **General** | Generate letters and relevant paperwork relating to HR administration which are accurate and in line with statutory and contractual requirements. This will require systems and processes are in place and followed to ensure this is effectivity managed |
|  | Answer and advise on a wide range of payroll and HR related queries from staff, managers and outside organisations |
|  | Contribute towards the design, implementation, maintenance of HR policies and procedure and provide project support as directed |
|  | Provide advice and support to managers on a range of HR and payroll queries, ensuring policies, procedures and guidance are referred to and adhered to |
|  | Maintain up to date knowledge on changes to payroll, pensions and HR in line with national changes and legislation. |
|  | Provide support at meetings with employees, taking notes at investigations and interviews and other HR / Payroll meetings |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required |
| **2** | Value and promote diversity and equal opportunities |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety |
| **4** | Adhere to College policies and procedures |
| **5** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
|  | CPP or working towards |  | X | A |
|  | GCSEs Mathematics & English Grade C | X |  | A |
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|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
|  | A high standard of administrative and clerical skills | X |  | A/I |
|  | Experience of using HR systems, including providing basic data for reports |  | X | I |
|  | Experience of working in a customer focused role in a fast-paced high volume environment | X |  | A/I |
|  | Excellent interpersonal skills in order to deal politely and efficiently with staff, students and outside contacts. | X |  | A/I |
| 6. | Experience of working in a HR and payroll department | X |  | A/I |
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|  | **SKILLS & ATTRIBUTES** |  |  |  |
|  | Competent in using Microsoft Office packages, e.g. Word, Excel | X |  | A/I |
|  | Professional and customer focused approach including absolute discretion, confidentiality, diplomacy and sensitivity. | X |  | I |
|  | Ability to deliver consistently professional, high quality work. | X |  | I |
|  | Excellent interpersonal skills with the ability to influence effectively with staff at all levels and build effective relationships. | X |  | I |
|  | Prioritise own workload in an organised manner and work under pressure juggling multiple priorities and deadlines. | X |  | I |
|  | Ability to work independently and as part of a team, sharing and demonstrating ideas of good practice. | X |  | I |
|  | Resilience and tenacity when overcoming a number of obstacles to achieve results. | X |  | I |
|  | Excellent attention to detail | x |  | A / I |
|  | Abilty to constructively challenge managers and employees to ensure effective working practices are maintained and positive outcomes are secured | x |  | A/ I |
|  | Willingness to learn and to attend regular training to keep up to date with legislation | x |  | A/I |
|  | Uphold the spirit of the College Values and Behaviours |  |  |  |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment