Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Payroll Development Officer | **Director/Service/Sector** Finance Directorate/ Financial Services/Employee Services | **Office Use** |
| **Band:** 6 | **Workplace:** | **JE ref:** 357**HRMS ref:** |
| **Responsible to:** Payroll Team Leader - Development, Payroll Control & Information | **Date:** November 2008 | **Manager Level:** |
| **Job Purpose:** To support the ongoing development of Oracle E- Business functionality in respect of Payroll processes. To provide a high level of advice and guidance across all teams within Payroll. This will include giving support on complex Payroll ICT issues and will involve delivery of training, coaching and mentoring. |
| **Resources** | Staff | 1 FTE |
| Finance | None |
| Physical | Office equipment |
| Clients | Service managers, employees of the Council, HMRC |
| **Duties and key result areas:**1. To assist in the ongoing development of the Payroll System functionality within the Recruit to Pay process. This will include ongoing high level maintenance to ensure adherence to current conditions of employment, pay legislation, statutory returns and the maintenance of Council structures and develop Payroll functionality in the future.
2. To provide advice and guidance within the Payroll Team on areas such as Teachers Pensions, employee conditions of service, DBS procedures, Data Protection and Freedom of Information Acts, and customer service delivery.
3. Provide support in resolving complex Payroll system transactions.
4. Coordinate all Payroll deadlines in liaison with the Team Leaders and Information Services and members of the Payroll Team. Provide statutory returns to HMRC on Year End PAYE and NI employee data.
5. To provide advice to managers and employees on a wide range of terms and conditions of service, contracts of employment pay legislation and related employment matters.
6. To deliver Payroll System related training, coaching and mentoring, for new starters and existing staff as and when appropriate.
7. Assist in ensuring the preparation, production and processing of all documentation relating to the recruitment and selection process. Ensure letters of appointment and statements of particulars are issued in accordance with statutory requirements
8. Contribute to the development of the Payroll Team generally, by suggesting suitable policy developments and initiatives and assisting with the preparation of procedural and management guidelines.
9. Assist in the maintenance of manual and electronic document retrieval systems, including personal files, ensuring confidentiality and required data protection and external regulatory requirements are fully complied with.
10. Liaise closely with staff in other Directorates on personnel, payroll, costing, purchasing and related matters.
11. Ensure that when required and in accordance with statutory deadlines; reports and other statistical information relating to, for example, staffing structures, staff costs, teacher’s pensions, payroll output are produced.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: | NoneFlexible |

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**PERSON SPECIFICATION**

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| **Post Title:** Payroll Development Officer | **Director/Service/Sector** Finance Directorate/ Financial Services/ Employee Services | **Ref**: 357 |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| * Educated to NVQ Level 2 standard or equivalent.
* Good general level of education (GSCE at Grade C for example) demonstrating numeracy and literacy.
 | * Educated to NVQ Level 3 standard or equivalent
* Relevant supervisory qualification or recognised training.
* Relevant personnel and or payroll qualification
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| **Experience** |
| * Experience in a local authority personnel or payroll setting using a market leading HR and Payroll integrated ICT system.
* Evidence of working in a customer orientated service area.
* Experience of implementing/delivering training
* Experience of working on ICT systems and applying ICT solutions to meet customer needs.
* Experience of providing Recruitment and Payroll advice and support to managers and employees.
* Experience of supporting change and revised procedures resulting from legislative and other changes
* Proven knowledge and experience of providing statutory returns to TP and HMRC.
 | * Experience in a local authority personnel or payroll setting using Oracle E-Business HR and Payroll modules.
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| **Skills and competencies** |
| * An advanced level of knowledge in one or more key areas such as in Payroll, employee group conditions of service, CRB procedures, contracts legislation, Data Protection and Freedom of Information Acts, and customer service delivery.
* A high degree of numeracy.
* Good working knowledge of personnel, Payroll and staffing related policies, administrative practices and procedures.
* Well developed team working skills
* Good communication and presentation skills.
* Analytical and problem solving skills.
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| **Physical, mental and emotional demands** |
| * Ability to organise and prioritise workloads and work under pressure and to deadlines.
* Able to deal confidently with a full range of requests and respond in a mature and courteous manner in sometimes difficult situations
* Ability to work to a strict timetable and to a high level of accuracy
* Ability to work on own initiative.
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| **Other** |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits