Job Specification

Payroll & HR Systems & Processes Manager
Human Resources

Responsible to:	Assistant Principal – Human Resources
Responsible for:	1 x Human Resource Assistants (1 FTE) 1 x HR System Co-ordinator 1 Payroll Co-ordinator External: Occupational Health provision
Grade of post:	Grade 10 Member of the College Leadership Team
Hours of work:	37 hours
Work location:	Rodbaston
Code:	HR2223-022B

Job Purpose: To lead the delivery of a high quality professional payroll and transactional human resources to support the achievement of the HR Strategy and provide an outstanding service to staff and job applicants.

Key Duties & Responsibilities

1. To be able to manage and support the production of Payroll via iTrent efficiently ensuring all returns are made on time and accurately. You will need to be able to run a payroll in the absence of the Payroll Co-ordinator.

2. To ensure that all the HR policies and procedures are followed by the team in the appropriate timescales. To ensure that all HR processes are effective and streamlined to reduce duplication and ease workload. To ensure all correspondence, relating to HR activities is accurate and timely. To specifically provide advice around absence, disciplinary and capability processes, contracts, personal files. To ensure that we fulfil our obligations under equality analysis for decisions, policies, restructures.

3. To effectively manage the occupational health provision within the College including compliance and health checks.

4. To manage and audit the Single Central Record to ensure that it complies with Ofsted and Safeguarding requirements.

5. To take the lead in the development of iTrent for all HR & Payroll processes ensuring that the system remains fit for purpose. To ensure that the system is reflective of the reality of the College for terms/conditions/reporting lines/vacancies and reports are generated to assist with the effective running of the team and College.

Other Duties and Responsibilities

- To carry out all duties in accordance with the College's Health and Safety, Safeguarding & Equality & Diversity policies and procedures, practices and procedures.

- To carry out any other duties as directed by your Line Manager.

Safeguarding

The College considers that the job holder for this role should have a DBS Enhanced disclosure.

Please use the following headings to describe the detail of the duties and responsibilities of the role:

Communication – Oral and written	- To be able to elicit requirements from customers and convert their requirements into effective HR processes - To provide feedback to individuals and managers on outcomes of HR processes in a constructive and delicate manner. - To produce processes and correspondence which reflects the approachable culture of the culture making all interactions a good personal experience - To produce guides to explain system processes and HR processes for managers/staff to follow to automate/speed up the processes. - To oversee the single central record ensuring that it is compliant with DBS and Ofsted - To ensure that research is carried out to ensure that we follow the latest Safeguarding rules in terms of DBS/SCR, training and compliance
Teamwork & Motivation – internal or external, can be fixed, matrix, project groups	- To oversee and supervise the work and activities of the HR team including appraisals, return to works following absences, regular 1 to 1's and probations. - To provide support to the team to ensure that we achieve our KPI's and resolve issues effectively and efficiently - To delegate tasks appropriately and support/mentor more junior members of the HR team.
Liaison & Networking – Liaison is making and maintaining individual work-related contacts; network is interconnecting group of people (internal and/or external)	- To work effectively with all managers across the College on resource planning both short term and medium term and on absence and DBS issues. - To lead on the contract management process for occupational health and iTrent to ensure that we get good customer service. - To ensure that excellent internal working relationships are maintained across the College to ensure that we provide good service and are integral to decision making. - To deputise for the AP-PE at external HR networks and internal meetings as and when required. - To take the lead on the development of the HR system

Service Delivery – customer is anyone receiving services	• To respond and support the team to respond to requests for information, support and HR/Payroll related issues. • To use the stakeholder mapping framework and manage the MHR, occupational health provision – ensuring that the service they provide works for the College.
Decision Making – relates to finance, physical resources, students, staff, and policy	• To work with the AP-PE on policy development. • To manage the HR assistants and System Co-ordinator and take decisions on the allocation of work, how tasks will be completed, performance and development. • To produce information to prepare and then manage the HR budget • To ensure that our payroll processes are legally compliant and we follow HMRC, LGPS and Teachers Pensions processes
Planning & Organising – financial, capital and people	• To work independently and able to plan and prioritise own work and that of the team. • To set KPI's for the team and ensure that all work is covered timely and to a high standard • To contribute to the production of the HR strategy, action plans (including our accreditations), Equality Analysis documentation timely and to a high standard. • To manage and lead on HR audits both internally and with college auditors • To ensure that the DBS/SCR process is regularly audited and in a fit state for an Ofsted visit.
Initiative & Problem Solving – identifying actual/potential problems, considering/devising solutions, implementing. Consider acting within given boundaries.	• To apply our policies across situations • To manage absence across the College and deal with short term and long term absence situations as appropriate • To develop the way we use the HR System in order to capture, store and retrieve information to reduce our reliance on paper • To ensure that all the HR processes are auditable and manage the QIP and Service Standards
Investigation & Analysis – includes research	• To prepare statistics so that we can produce Governor reports, SLA's, Equality Analysis documents etc and analyse the data for trends and actions • To regularly produce and analyse reports from the HR System and to ensure that the information in the system is correct. • To assist with the management of the exporting of files from the old HR system to the new ensuring that we comply with GDPR. To also ensure that the electronic files are also GDPR compliant.
Sensory & Physical Demands – uses senses singly or in combination and use of physical skills/ effort	• Microsoft office skills needed are word, excel, PowerPoint and outlook. • Able to use and develop HR systems effectively in particularly iTrent

	• To be responsible for the HR paper systems as well as electronic to ensure that they meet GDPR regulations and are a good standard
Work Environment – conditions under which they work. Risk/H&S	• Work in an office-based environment responsible for own health & safety and that of other team members and visitors
Pastoral Care & Welfare – physical, mental health & wellbeing	• Able to deal with matters confidentially i.e. performance, individuals who are coping with illness/absence eg. Bereavements, domestic abuse, terminal illnesses (not exhaustive). Also to deal with families of individuals where appropriate • To act as part of the crisis management team to deal with staff that may be affected as part of an incident where the team has been mobilised
Team Development – coaching, development of team (not others)	• Identify team learning needs and coach team members as appropriate • Develop KPI's • Provide feedback on performance via probation and regular and formal reviews • Ensure that there is a level of resilience in the team to cover absence
Teaching & Learning - Support all types of teaching and learning support outside of immediate work team	• To run training courses across the organisation on all aspects of the system and HR processes including Safer Recruitment • To run sessions on our induction programme and the SSC Way (all staff induction)
Knowledge & Experience – knowledge acquired through education/ qualifications and experience	• Payroll Qualification • Recent experience in running a payroll and supporting others • Proven experience in managing a HR function

PERSON SPECIFICATION

Education/Qualifications			
Essential:	**S/L**	**I**	**A**
• CIPP qualification	x x		
Desirable:			
HR qualifications	x		
Experience and Technical Skills			
Essential:	**S/L**	**I**	**A**
• Experience of implementing and designing HR/Payroll processes on a HR system	x	x	
• Experience of implementing a system and providing training and expertise for stakeholders and customers	x	x	
• Experience of working in organisations in HR	x	x	
• Proven experience of managing a HR/Payroll team in terms of processes	x	x	
• Demonstrable knowledge of up to date HR/Payroll processes	x	x	
• Excellent verbal and written communication skills with evidence of being able to listen and influence others	x	x	
• Strong facilitation, presentation and training skills	x	x	

	S/L	I	A
● Effective collection and recording of management information, its interpretation and use in monitoring and decision making	x	x	
Desirable:			
● Experience of preparing and managing equality analysis documents	x	x	
● Experience of managing the DBS/SCR and performance management processes	x	x	
● Experience of managing an occupational health provision	x	x	
Personal/Behavioural Attributes			
Essential:	**S/L**	**I**	**A**
● Ability to network effectively both internally and with external stakeholders		x	
● Ability to operationalise strategic priorities		x	
● Ability to respond to challenges dynamically and proactively		x	
● Able to demonstrate creative thinking/ideas		x	
● Excellent IT skills that include reporting mechanisms	x	x	
● Ability to influence line managers to ensure the HR agenda is at the forefront of their thinking	x	x	
Other Requirements			
Essential:	**S/L**	**I**	**A**
● Clean enhanced DBS record.		x	x
Safety Critical Role **Ability to move between sites timely**			

S/L = Short Listing   I= Interview   A=Assessment