

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

| | | | |
|-----------------------|--|------|-------|
| Job Title: | Payroll Apprentice | JEID | X0002 |
| Salary Grade: | Apprenticeship Pay Scale | | |
| Team: | Human Resources and Organisational Development | | |
| Service Area: | HR Service Centre | | |
| Primary Location: | Barrack Street, Warwick | | |
| Political Restriction | This position is not politically restricted. | | |
| Responsible to: | Payroll Manager | | |
| Responsible for: | Not applicable | | |

Role Purpose

To provide an efficient and effective payroll service to WCC employees, pensioners and external customers. Achieved through the administration of the start to finish processing of payrolls. The skills and knowledge learned via this role will enable the post-holder to complete the Payroll Administrator apprenticeship qualification.

Role Responsibilities

- Responsible for all inputting and checking of data for a defined allocation of payroll(s).
- Running all payroll processes involved in producing net payment into employees and pensioners bank accounts.
- Production and administration of special payments including manual calculation of net pay where necessary.
- Providing net pay figures for overpayments.
- Absence administration, including calculation of statutory payments (OMP, OSP, SMP, SSP, SAP, SPP), and sending relevant documentation to employees.
- Responding to employee queries in a professional and customer focussed manner, and in line with corporate standards
- Responding to third party enquiries and data requests regarding employee pay information in line with data protection regulations.

- Administration and calculation of redundancy payments.
- Contributing to payroll improvement plans by recording and gathering data where necessary and implementing change when instructed by team leaders and/or the Payroll Services Manager
- To contribute to a professional and positive team environment, through team communication, and promoting the service to customers.
- To engage in the appraisal process and work towards business and personal objectives. Involvement in working towards your personal development plan with your line manager, undertaking training necessary to achieve your objectives.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

| | |
|--|---------|
| GCSE grades A* - C / 9-4 or equivalent including English and Maths | A, D |
| Excellent numeracy and literacy | A, D |
| Experience of using computers and in particular Microsoft Office and Email | A, I, T |
| To be able to analyse and interpret factual information to solve straightforward problems | A, I |
| Good organisational skills. Able to ensure that tasks are prioritised and completed on time | A, I, T |
| To be able to communicate, in person and in writing, a variety of information to a range of people | A, I, T |
| Ability to work effectively within a team and with staff at all levels | A, I |
| Ability to maintain confidentiality | A, I |
| A willingness to learn new skills | A, I |
| Commitment to Equal Opportunities | A, I |

Desirable Criteria

Assessed By:

| | |
|--|------|
| Experience of handling and processing manual or computerised information | A, I |
| Experience of working in an office environment | A, I |
| Experience of dealing with customers either face to face or telephone | A, I |

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

| | |
|---|---|
| <input type="checkbox"/> Provision of personal care on a regular basis | <input type="checkbox"/> Driving HGV or LGV for work |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis | <input type="checkbox"/> Restricted postural change – prolonged sitting |
| <input type="checkbox"/> Lone working on a regular basis | <input type="checkbox"/> Restricted postural change – prolonged standing |
| <input type="checkbox"/> Night work | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching |
| <input type="checkbox"/> Rotating shift work | <input type="checkbox"/> Manual cleaning/ domestic duties |
| <input type="checkbox"/> Working on/ or near a road | <input type="checkbox"/> Regular work outdoors |
| X Significant use of computers (display screen equipment) | <input type="checkbox"/> Work with vulnerable children or vulnerable adults |
| <input type="checkbox"/> Undertaking repetitive tasks | <input type="checkbox"/> Working with challenging behaviours |
| <input type="checkbox"/> Continual telephone use (call centres) | <input type="checkbox"/> Regular work with skin irritants/ allergens |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> Work requiring respirators or masks | <input type="checkbox"/> Work with vibrating tools/ machinery |

| | |
|---|--|
| <input type="checkbox"/> Work involving food handling | <input type="checkbox"/> Work with waste, refuse |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids | <input type="checkbox"/> Face-to-face contact with members of the public |
| <input type="checkbox"/> Other (please specify): | |