

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 Delivery Specialist | JEID | R0360 |
| Salary Grade: | K | | |
| Team: | Payroll | | |
| Service Area: | People Service Centre | | |
| Primary Location: | Shire Hall | | |
| Political Restriction | This position is not politically restricted. | | |
| Responsible to: | Payroll Team Lead | | |
| Responsible for: | N/A | | |

Role Purpose

To support Service, Team, Team lead and Payroll Specialist, stakeholders, and Customers with knowledge to achieve resolution with complex queries, process improvements and Customer/Service requirements

Role Responsibilities

- Specific responsibilities for:
 - Payroll system understanding
 - Support and liaise with Customers with new Payroll requirements and changes to current requirements
 - Payroll legislation changes communication
 - Project lead new changes to system – including liaison between customer and service
 - Payroll lead for the onboarding/offboarding customers
 - Support Tech specialist in changes to payroll policies
 - Lead on process improvement within team
 - Responsible for running a number of specific payrolls to maintain knowledge
 - Support Team Lead with payroll audits and provide required information to audit team when requested and support with outcome
 - Support/coach and train new and existing team members
 - Support Team lead with projects

- Liaise with other areas of service such as ICT to provide excellent service to our customers

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:

| | |
|---|---------|
| CIPP Qualified or equivalent | A, I, D |
| Payroll system knowledge | A, I |
| Experience running complex payrolls | A, I |
| Current knowledge of legislation, best and emerging practice | A, I |
| Experience of data analysis and strong excel skills | A, I |
| Dealing with competing priorities and managing available resource | A, I |
| Working with stakeholders and specialists across service | A, I |
| Project manage delivery of commissioning solutions for complex problems | A, I |
| Ability to coach and support colleagues and customers | A, I |
| Influencing and negotiating skills | A, I |

Desirable Criteria

Assessed By:

| | |
|---|------|
| Supporting corporate wide projects and activities | A, I |
| Experience of successful stakeholder management | 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 |
| <input type="checkbox"/> 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): | |