

The background image is a street scene. On the left, a large tree with green leaves is in the foreground. Behind it, there are brick buildings. On the right, a bronze statue of a boxer is visible, facing away from the camera. In the background, there are stone buildings with arched windows. The overall scene is slightly dim, suggesting dusk or dawn.

Candidate Information

Workforce Services Team Manager Vacancies

June 2025

Workforce Services

Here in Workforce Services our purpose is to enable others to create value through the things that we do.

We work collaboratively with leaders, teams, and employees to provide services and solutions that enable people to be the best they can be.

Workforce Services is led by our Workforce & Local Services Director, and two Heads of Service, and is made up of five service areas:

1. Strategic Workforce Planning & Recognition
2. Workforce Development
3. Resourcing
4. Workforce Advisory
5. Pay & Systems

Between our teams we create and deliver the Council's [People Strategy](#) by commissioning solutions to achieve the desired outcomes.

[Our Behaviours](#) are woven into every aspect of the work that we do.



The Roles Available:

We have two management vacancies, both within our Pay and Systems Service area:

1 x Payroll Team Manager

1 x Workforce Information Systems (HRIS) Team Manager

Both roles are 37 hours per week with a salary of £46,731 - £48,710

*other hours & working patterns may be considered



This is the difference you make, working at Warwickshire County Council.



Team Manager Payroll

Are you ready to take the lead in one of our vital services? We're looking for a passionate and experienced payroll professional to head up our Payroll team—delivering high-volume, high-impact services across Warwickshire County Council, our schools and our external clients.

This is your opportunity to lead a team that ensures thousands of people are paid accurately and on time, every time. You'll be at the heart of a service that underpins the wellbeing and performance of our workforce—and your leadership will make a real difference.

As Team Manager within Payroll, you'll:

- ✓ Lead a team delivering payroll critical services to Warwickshire County Council and external clients.
- ✓ Oversee complex payroll operations, including gross/net pay, special payments, overpayments, and reconciliations.
- ✓ Manage system maintenance, testing, and compliance with legislation and audit requirements.
- ✓ Be the go-to expert for all things payroll—guiding your team, influencing strategy, and delivering results.

What will you bring:

- ✓ CIPP qualification or equivalent in HR (or working towards), or substantial relevant experience.
- ✓ Proven leadership in payroll services, with experience managing complex, high-volume operations.
- ✓ Strong understanding of payroll legislation, data analytics, and service improvement.
- ✓ A strategic mindset with a passion for people, process, and performance.

You will be managing a successful and knowledgeable team, together as a Service you will support to us continue to provide a customer centric and trusted Payroll function



Workforce Information Systems (HRIS) Team Manager

As Team Manager – Workforce Information Systems (HRIS), you'll:

- Lead a team managing key HR systems including Your HR, Hornbill, and Five9. These systems provide Warwickshire County Council and our external clients with a trusted Payroll system and a robust CRM platform.
- Drive system development, upgrades, and enhancements aligned with business needs.
- Ensure data integrity, compliance, and system efficiency across all platforms.
- Collaborate with ICT, Business Intelligence, and service leads to deliver innovative, customer-focused solutions.
- Act as a subject matter expert, coaching your team and influencing strategic direction.
- Oversee system contracts, business continuity planning, and stakeholder engagement.

You'll also work closely with our exceptional Payroll, Commercial, and Service Improvement teams—collaborative, high-performing groups that play a critical role in delivering seamless, customer-focused services across the organisation.

As a Team Manager for our Workforce Information Systems you will bring:

- CIPD Level 7 or equivalent qualification in relevant discipline (or working towards), or substantial relevant experience.
- Proven leadership in HRIS management with a strong grasp of data analytics.
- Experience in service improvement, stakeholder engagement, and contract management.

This is an integral role to the success of our Pay and Systems Service, our information systems underpin our ability to succeed and deliver knowledgeable and enhanced system solutions.

Welcome to Warwickshire County Council

Warwickshire County Council is an award-winning local government organisation at the heart of democracy.

As a local authority committed to excellence, we have a wide range of roles. Whether this is providing specialist care and support to the most vulnerable in our communities, or championing Warwickshire as a choice for business through to our work to promote economic growth and innovation.

Warwickshire is famous the world over as Shakespeare's county — but that's only half the story. We're also vibrant and modern. One of the fastest growing commercial regions in the UK; we're home to many leading companies and developing exciting opportunities for everyone who lives and works here.

We pride ourselves on being an innovative employer who likes to encourage new ways of working.



Benefits

These positions have an office location of Shire Hall, Warwick – however we operate hybrid working with a mix of office and home / other locations. We can discuss this with you in more detail.

We have a great employee benefits package here at Warwickshire which you can take advantage of, including:

- ✓ LGPS (Local Government Pension Scheme)
- ✓ Generous holiday allowance
- ✓ Ability to buy additional annual leave
- ✓ Car Lease Scheme
- ✓ Shared Cost AVC pension scheme
- ✓ Health Cash Plan
- ✓ Cycle to Work Scheme
- ✓ Free staff parking at our Warwick office
- ✓ Employee lifestyle discounts scheme
- ✓ Discounted local gym memberships
- ✓ Health & Wellbeing support
- ✓ Multiple staff networks
- ✓ Enhanced family friendly policies





How to Apply

- Please apply by completing your application on our jobs portal by visiting www.Warwickshire.gov.uk/jobs
- Closing date for completed applications: *28th July 2025*
- Shortlisting: *31st July 2025*
- Formal interviews (held at Shire Hall Warwick): *7th & 11th August 2025*

For any questions, additional information about the role or the application process please email

mariemccclay@warwickshire.gov.uk