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| **JOB TITLE: EMPLOYMENT & REWARD ADMINISTRATOR** | **POST NO(S):** |
| **JOB PROFILE: PARA-PROFESSIONAL & TECHNICAL 2** | |
| **SECTION/UNIT: EMPLOYMENT & REWARD/HUMAN RESOURCES** | |
| **SERVICE: FINANCE & HUMAN RESOURCES** | |
| **DIVISION: RESOURCES** | |
| **REPORTING TO: EMPLOYMENT & REWARD TEAM LEADER** | |
| **JOB PURPOSE**:  To be responsible for the delivery of a flexible operational and advisory Employment and Reward Service by specialising in a particular area or areas of service delivery facilitating changes in organisation, customer or legislative demand by offering support in other areas as identified by the Employment and Reward Team Leader.  Data protection procedures and protocols must be observed at all times. | |
| **KEY OBJECTIVES**  Be responsible for the accurate progression of Employment and Reward procedures associated with the recruitment and selection of fixed term, permanent local government workers and teachers to ensure compliance with legislation associated, in particular advising and guiding managers through the process; ensuring all appropriate checks and registration processes have been completed; the preparation and issue of accurate and comprehensive contractual documentation and the timely registration of the successful candidate on the HR iTrent system to ensure accurate and timely payment.  Be responsible for the assessment of provisional and final salary assessments for teachers in accordance with the national conditions of service and established procedures.  Notify and process contractual changes for local government workers and teachers .e.g changes to working hours, location changes, maternity, paternity arrangements, acting up arrangements, conditions of service etc. and input accurate information into the HR i-Trent system to ensure correct and timely payment. Offer a comprehensive advice service to managers and employees on the implications of these changes.  Be responsible for the accurate and timely processing of organisation and position leavers including the appropriate associated pension contractual and auto enrolment processes, pension, pay, leave and redundancy entitlements and processes.  Provide a responsive enquiry service both verbally and in writing, to employees and line managers seeking appropriate advice on the interpretation and application of all Employment and Reward policies and procedures including advice on tax codes, statutory entitlements, pay calculations, pension membership, and contribution rates, the working time directive, time of provisions, maximising attendance, discipline & grievance and other operational situations, referring all specific casework related enquiries.  Process all aspects of and offer advice to managers and employees on specific Council initiatives e.g. mi Future, mi Appraisal Process, policy for organisation change etc.  Respond to or support the provision of documentation and records as appropriate in response to audits and surveys by auditors, HMRC, pension providers, National Statistics Office and other authorised bodies.  Prepare communications to staff on changes to terms and conditions for approval by the Employment & Reward Business Partner.  Complete processes, manual records as required to maintain employee reward and employment records and ensure payment is accurate and timely e.g. Protection Vulnerable Groups (PVG) and Disclosure protocols, overpayment recovery, accumulation adjustments to tax and national insurance, correspondence etc. Undertake payroll reconciliation and audit protocols as required.  Undertake filing and archiving processes in line with record retention procedures.  Extract and provide statistical and other information relating to staffing, Employment and Reward management matters to internal and external users as required.  Assist in the development of policy and procedures by participating in working groups, liaising with employees and managers and providing administrative support to the group.  Offer advice to employee and managers on the more complex pay calculation, third party payment, tax, pension, national insurance , pay arrestment and non financial reward issues. Take responsibility for processing such cases as appropriate.  Respond directly to direct or referred enquiries on the more complex issues on third party payments from HMRC, or pension providers.  Raise accounts and credit notes as appropriate to ensure financial ledgers reflect payroll payments made, agree overpayment arrangements with employees and process reducing balances as appropriate.    Participate in system testing as required.  Any other duties as required by management. | |
| **KNOWLEDGE**  Jobholders must possess an HNC or equivalent level qualification in an HR or Payroll related discipline and/or have around 2-3 years of work experience in an HR/Payroll environment demonstrating excellent communication skills, an awareness of the importance of contractual documentation, an attention to detail and the ability to prioritise workload and to work to tight deadlines. In addition, jobholders must be competent in the use and application of Windows based software.  A CIPD Intermediate Diploma and/or a CIPP National Payroll Certificate level qualification is desirable.  To be competent in the whole role jobholders must have completed a training plan comprising of briefings, e-learning, work shadowing and practical delivery of the range of processes described above. | |