

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	People Services/Payroll Officer
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Post Holder	VACANT
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Accountable To	Head of People Services
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Responsible For	Provision of a professional People and payroll support service to the College.
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Department	People Services
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Overall Purpose of Job

To provide an efficient and effective People & Payroll service to support the work of the department and to meet the needs of the business.

Main Duties and Responsibilities

1. Effectively and efficiently manage the colleges payroll process:
 - Maintain both manual and electronic personal records of all staff including payroll data
 - Prepare, calculate and check payroll on a monthly basis ensuring accuracy and providing the necessary audit trail
 - Prepare and submit the annual returns for SPPA and LGPS including any in year administration
 - Deal with ad hoc face to face and telephone enquiries as required, providing advice and guidance as necessary with regard to College Policy and Procedure
 - Prepare and provide any necessary ad hoc reports from CHRIS21
 - Be a first point of contact for payroll enquiries
2. People
 - Prepare and issue all contracts of employment within legal timescales
 - Provide support in the College's recruitment process including attending interviews and taking notes.
 - Administer the procedure for the end of fixed term contracts ensuring that any necessary meetings take place

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- To undertake relevant and appropriate administrative support to meet the needs of the college with regard to People services

3. To communicate, and manage information flows, effectively, including:

- Responsible for the production of a range of College documents both electronic and paper based e.g. reports, letters etc, using appropriate Microsoft Office software such as spreadsheet, powerpoint and word
- Retrieval and maintenance of information within the People Management Information Systems
- Communicate effectively and articulately on the telephone and face-to-face with individuals and groups of people both internally and externally
- Maintain and update appropriate departmental process guides under your responsibility
- Attendance at internal and external meetings as required

4. To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development

5. To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

6. You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

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The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
HNC in Administration and IT or equivalent in a related subject area or relevant experience	Essential
Membership of CIPD	Desirable
Payroll Qualification	Desirable

KNOWLEDGE	Essential or Desirable
A thorough knowledge of College Administration Systems	Desirable

EXPERIENCE	Essential or Desirable
Experience of running in house payroll process	Essential
Experience in taking minutes at department level meetings	Essential
Current experience in the operation of computerised management information systems	Desirable
Experience of managing communications both internal and external via e-mail and paper based	Essential
Ability to interpret and produce complex documents	Essential
Experience of statistical data management, recording and reporting	Desirable
Experience of using the Microsoft suite e.g. word, powerpoint, spreadsheet, etc	Essential

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Possession of excellent communication skills (written and oral), including the ability to liaise effectively with other staff groups	Essential
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential
Be friendly and approachable	Essential

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information	Essential
Have a strong sense of purpose and the drive to achieve agreed goals	Essential
Ability to maintain a tidy and organised workspace	Essential

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	Essential

Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential
WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	Essential