



JOB DESCRIPTION

Position Title: HR Systems and Payroll Administrator

Reports to: HR Manager

1. Job Purpose

To co-ordinate HR, iTrent and payroll administration for Imago staff based at all Company venues.

2. Main Duties and Responsibilities

- 2.1 Support the whole recruitment process using the iTrent Recruitment Module. Ensure that appropriate approvals are in place and monitor progress from advert to offer. Ensure that correct contract is issued and that on-boarding and transfer to employee status goes smoothly and then take up references once an offer has been accepted.
- 2.2 Support external candidates and internal users of the iTrent system, providing advice and solving problems as required. Liaise with the University's iTrent administration team as required.
- 2.3 Ensure that evidence of eligibility to work in the UK is received for all new starters prior to commencement of employment.
- 2.4 Process appropriate paperwork for leavers, updating iTrent and notifying payroll accordingly.
- 2.5 Maintain the HR (iTrent) and time management (TMS) databases to ensure employee details are kept up to date and that hours are recorded for both salaried and casual workers.
- 2.6 Run a weekly report of casual hours worked from TMS, ensure the hours match reports authorised by the Operations Manager and submit data in Excel format to payroll by the monthly deadline.
- 2.7 Process overtime payments for salaried staff in line with the monthly payroll deadline.
- 2.8 Log sickness absence onto iTrent, ensure appropriate certificates are received and passed to payroll and produce monthly sickness statistics. Calculate additional holiday due for no sickness absence.
- 2.9 Produce end of probation letters and administer salary increase if applicable.
- 2.10 Support staff going on maternity, adoption or paternity leave. Ensure Company complies with statutory responsibilities and notify payroll as required.

- 2.11 Process the annual profit related bonus according to the scheme's rules.
- 2.12 Help administer annual COL, NLW and NMW salary reviews.
- 2.13 Maintain the strategy, policies and forms folders on the Workspace and provide first line advice to managers and staff on the Company's HR policies and procedures.
- 2.14 Keep current staff and leaver files up to date.
- 2.15 Liaise with Finance team regarding any new starters, leavers, changes to salaries.
- 2.16 Conduct administration required for the AEGON and NEST pension schemes including upload of contributions, communication to staff re auto-enrolment and processing of opt outs.
- 2.17 Produce HR statistics and collate and report on data from exit questionnaires.
- 2.18 Other duties and responsibilities commensurate with the level of this post.

3. Other Responsibilities

To continually update own professional development and continually improve on attributes and competences related to the above.

To ensure you are aware of all relevant emergency and evacuation procedures.

To adhere to Imago's environmental policy.

To actively participate and promote charities that Imago sponsor.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions.

All staff are required to adhere to Imago's Health, Safety and Environmental Policies and Procedures.

All staff should hold a duty and commitment to observing Imago's Equality and Diversity policy and procedures at all times. Duties must also be carried out in accordance with relevant Equality and Diversity legislation.

You may be required to work outside of normal contracted hours if necessitated by the exigencies of the business.

I confirm that I have read and agreed this job description which explains the main duties of my job.

Signed: _____ (job holder)

Print name: _____

Date: _____

PERSON SPECIFICATION

Position Title: HR Systems and Payroll Administrator

	Essential	Desirable	Stage to be Assessed
Experience and Training	<p>Experience of using an HR database</p> <p>Experience of using an on-line recruitment module</p> <p>Extensive experience of complex administration within an HR or payroll environment</p> <p>Extensive experience of using Microsoft Office products including advanced use of Excel spreadsheets</p> <p>Experience of collating and manipulating financial data using Microsoft Excel</p> <p>Experience of prioritising work in order to meet deadlines in a busy environment</p> <p>Experience of producing own correspondence to a high standard</p>	<p>Experience of using Midland iTrent HR database</p> <p>Experience of using Midland iTrent recruitment module</p> <p>Experience of providing extensive support to HR system users</p>	All to be assessed at stages 1, 2 and 3
Skills and Abilities	<p>Outstanding IT skills including Microsoft Office Outlook, Word and Excel</p> <p>Highly organised and able to work using own initiative and prioritise tasks effectively in order to achieve tight deadlines</p> <p>High level of numeracy</p> <p>High standard of English literacy with excellent written and verbal communication skills</p> <p>Ability to work accurately under pressure and with great attention to detail</p>	<p>Good knowledge of employment law and employer responsibilities</p> <p>Use initiative to ask questions and query systems in place</p>	All to be assessed at stages 1, 2 and 3

	<p>Outstanding customer service skills</p> <p>Punctual, flexible and reliable</p> <p>Ability to working independently using own initiative as well as work effectively as part of a team</p> <p>Confident, enthusiastic and highly motivated</p> <p>Discretion and ability to maintain confidentiality at all times</p> <p>Ability to demonstrate evidence of continuing professional development and willingness to undertake further training and adopt new procedures as and when required</p>		All to be assessed at stage 3
Education/Qualifications	<p>Grade A*-C pass in GCSE English Language and Maths or equivalent</p> <p>Educated to A level standard (minimum 3 A level passes A*-C) or equivalent</p>	Certificate in Personnel Practice or equivalent	All to be assessed at stage 1
Equality and Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace		3
Other	Flexible, able to occasionally work extra hours in order to meet business needs		3

Stages in assessment:

- 1= application form
- 2= selection test(s)
- 3= interview