**JOB DESCRIPTION**

**Job title: HR and Payroll Officer**

**Reporting to:** Director of HR

**Responsible for:** N/A

**Hours of Work: 30 hours (part-time) Mon- Fri**

**Salary:** £24-£26,000 depending on experience (pro-rata)

**JOB PURPOSE**

To undertake all operational HR and Payroll activities in a timely and professional manner, to support the activities of the Group and its subsidiaries.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To administer and support the recruitment process.
2. To ensure all safer recruitment processes are reviewed, recorded, and maintained as necessary.
3. To administer the employee on-boarding process, including all paperwork and processes.
4. To communicate effectively internally, in relation to starters, leavers, and changes in roles.
5. To ensure any mandatory training and organisational learning development is completed by new starters and existing staff, in line with organisational requirements.
6. To ensure that HR polices, practices and systems are monitored, and updated to ensure compliance with all relevant statutory legislation.
7. To provide initial HR advice and support, and appropriately follow the escalation route to the Director of HR.
8. To keep comprehensive and accurate employee records, using Sage HR and maintain and develop the system, providing training to users as required.
9. To prepare and administer the monthly payroll.
10. To provide monthly HR and Payroll data (and ad hoc as required) to the Director of HR.
11. To assist with the implementation, communication and maintenance of employee benefits including life assurance, pensions, EAP, EV scheme and any other benefits.
12. To respond to HR related enquiries and correspondence from staff and managers before referring on or signposting as appropriate.
13. To ensure probation reviews, regular employee 1-1 and performance management meetings are tracked and completed.
14. To ensure effective and efficient control of information and data in line with GDPR requirements.

The above duties are not exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Group Chief Executive or Deputy Chief Executive. The post holder will be expected to adopt a flexible approach to support the efficient and effective running of the Company.

**OTHER DUTIES**

1. To ensure awareness of, and compliance with, all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of health and safety legislation.
2. To exercise proper care in operating, handling, and safeguarding any equipment and appliances provided and issued by Skills and Education Group for individual or collective use in the performance of duties.
3. To participate in the appraisal process and undertake appropriate training/development to ensure up-to-date knowledge and practices are applied

and maintained for the efficient and effective performance of the post and to support the strategic objectives.

1. To uphold and promote the Equal Opportunities and Diversity policies and practices.
2. To present an appropriate professional image on official Company business.

**TERMS AND CONDITIONS**

This post is subject to the terms and conditions determined by the Skills and Education Group.

**HR and Payroll Officer**

**Person Specification**

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| --- | --- |
|  | Essential/Desirable |
| **Qualifications:** |  |
| Foundation Level (Level 3) CIPD Qualification  Good Educational Level, including GCSE Maths and English  Membership of the Chartered Institute of Personnel and Development | E  E  D |
| **Knowledge and Experience:** |  |
| Previous experience working in a HR role  Experience of recruitment and selection processes  Experience of preparing monthly payroll data | E  E  D |
| Experience of working in a busy environment with a strong customer service ethos | E |
| Experience of working in an education institution or training provider | D |
| **Skills:** |  |
| Organisational and time management skills with the ability to multi-task within a demanding office environment | E |
| Ability to manage own workload and take initiative | E |
| Good interpersonal skills, and a confident and professional manner | E |
| Good IT skills – ability to utilise Microsoft Office (Outlook, Word, Excel and PowerPoint) | E |
| **Personal Attributes:** |  |
| A team player with a positive outlook and strong work ethic | E |
| Acts with professional integrity | E |
| Committed to high quality standards and proactively seeks help and advice when needed | E |
| Ability to develop and maintain strong, effective, and professional working relationships | E |
| Treats people inclusively and respectfully | E |
| Willingness to travel when necessary | D |
| Flexibility in working hours when necessary | E |
| Receptive and adaptive when facing workplace change | E |
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July 2024