

JOB DESCRIPTION

POST TITLE:	Human Resources and Payroll Manager
DIVISION:	Inward Focus
SECTION:	Human Resources (HR) & Payroll
JOB GRADE:	PO 45 - 48
POST REF:	HR1100
RESPONSIBLE TO:	Chief Executive
RESPONSIBLE FOR:	The management of circa 8 staff within the Section
CAR USER:	Essential
TELEPHONE:	Yes
LOCATION:	Council Offices, Kirkby-in-Ashfield or any other administrative location within Ashfield.

OVERALL JOB PURPOSE

a) Strategic HR & Payroll

To ensure that HR & Payroll strategy is aligned with, and supports, the council's corporate objectives.

b) Operational HR & Payroll

To plan, manage and deliver an efficient HR and Payroll function that meets the needs of users, agreed corporate and service strategies, and within allocated resources.

And c)

To continually monitor performance, identify and implement opportunities for improvements and efficiencies in service delivery.

KEY TASKS AND RESPONSIBILITIES

Strategy & Service development

1. To work with the Senior Management Team, the Extended Management Team, Elected Members and the HR team to ensure that operational HR issues are identified and inform the development of HR strategies to support organisational goals.
2. To regularly review HR & Payroll Strategy to ensure continued fitness for purpose.

Operational management

3. To manage the HR & payroll function and resources to ensure professional, timely and quality support is available to the council and its officers at all times.
4. To advise the council on all matters pertaining to the efficient management of the council's workforce and associated employment legislation, local and national agreements.
5. To develop & implement HR & Payroll policies and procedures which reflect leading edge practice in support of service and organisational objectives.
6. To interpret and advise on conditions of service and JNC, NJC and local agreements as they affect all employees of the Authority.
7. To ensure that Payroll and HR staff are sufficiently skilled to deliver quality services and achieve performances in line with agreed targets.

Attendance at committee & other forums

8. To attend and provide professional advice to the Personnel Committee, Local Joint Consultative Committee, Cabinet, or other meetings as required.
9. To attend and chair Working Parties as required.
10. To attend and support managers at Grievance, Disciplinary and other hearings both internal and external. To prepare Statement of Case in conjunction with the Service Department.

Industrial relations & employee welfare

11. To support and advise the council on HR Protocols and liaise with trade unions in order to ensure excellent industrial relations.

KEY TASKS AND RESPONSIBILITIES continued

12. To support and advise in negotiations and consultation with Trade Union Officials (both locally and regionally) on issues affecting the Authority.
13. To ensure the health and well being of employees is positively influenced by attendance management initiatives and robust occupational health support.

Support to services and managers

14. To maintain a thorough knowledge of HR & Payroll policies and procedures, employment law and relevant case law in order to understand current requirements and best practice.
15. To develop a broad range of skills across HR & Payroll staff in order to deliver a modern, flexible and quality service.
16. To ensure the critical processes associated with payment of employees are expedited efficiently, on time and accurately.
17. To provide advice on the HR implications of change, including reorganisations, job design, and structures.
18. To ensure that managers and elected members receive timely and accurate HR & Payroll management information and to interpret such data in a meaningful manner and advise on appropriate action.

Corporate responsibilities

19. To monitor Health and Safety within the area of responsibility and report all accidents and potential dangerous occurrences.
20. To manage staff within the Section by being the Authorising Officer.
21. To ensure confidentiality of information in respect of records maintained and tasks undertaken.
22. To comply with all legislative and council instructions relevant to the position.

PERSONAL REQUIREMENTS

1. Type of Experience
The postholder must have at least 5 years management experience at a senior level within a multi-disciplined organisation.

PERSONAL REQUIREMENTS continued

2. Qualifications

Full Membership of the Institute of Personnel and Development – Chartered Members Status, or other relevant professional institute / qualification is essential. Membership of the Institute of Payroll and Pensions Management would be an advantage.

3. Contacts with People

The postholder will have contact with all levels of employees including Chief Officers and Elected Members and representatives of other agencies. Contentious, sensitive matters and significant policy initiatives will often be the subject of discussions.

4. Creativity and Innovation

Reports and recommendations generated by the postholder and the HR & Payroll team may lead to the creation of policy, or new initiatives, within the authority.

5. Accountability

The postholder is responsible for budgetary monitoring and control within the Section.

The postholder is responsible for all resources allocated to the service area. The postholder is responsible for ensuring that the HR & Payroll teams operate within legislative requirements and the council's standing orders or other instructions.

6. Impact

The work of the postholder has a significant impact across all departments as the advice given and operational issues under their control influences industrial relations for the whole Authority.

7. Managerial and Supervisory Responsibility

The postholder is responsible for the co-ordination and management of Payroll and the HR function.

The postholder will allocate and manage both teams on a day-to-day basis.

8. Independent Action

The postholder will have a high degree of independent action in view of the expertise required to interpret and apply relevant legislation.

9. Special Attributes

The postholder must demonstrate:

- The ability to engage people, listen and evaluate situations objectively.
- The ability to work with minimum supervision and be self-motivated.

PERSONAL REQUIREMENTS continued

- Dedication to improving service standards and personal competencies through continuous professional development.
- The commitment to delivering an effective and sustainable HR & Payroll strategy and service.
- Facilitation skills within policy development and other forums
- Energy, determination and initiative.
- Political astuteness and sensitivity.
- A creative approach to problem solving.
- Sufficient resilience to cope with the demands of the role.
- A commitment to ensuring equalities within the workplace.

10. Physical Requirements

None.

Draft Prepared by: HR & Payroll Manager

Approved by: Deputy Chief Executive (Inward Focus)

Date: 14th April 2008

Ashfield District Council is working towards equal opportunities and welcomes applications from all sections of the Community.

ASHFIELD DISTRICT COUNCIL

PERSON SPECIFICATION

HR and Payroll Manager

	<i>Essential</i>	<i>Desirable</i>
Skills	Experience of multiple project management.	Experience and qualifications to support management of multiple projects
	IT literate – ability to use integrated HR & Payroll systems, information, communications and office technologies.	Also: Experience of integrated HR and Payroll systems implementation, management, data capture and analysis.
	Ability to influence and persuade staff and managers in a variety of situations	Ability to influence staff, managers and elected members in a variety of formal situations.
	Excellent research, analytical and organisational skills	Also: Able to demonstrate significant experience of using skills at a senior level. High level conceptual and analytical skills with the ability to develop practical solutions to complex organisational problems.
	Excellent interpersonal skills in order to create and sustain effective relationships with a range of operational and professional staff, Elected Members and senior managers.	Also: Experience of collaborating with other services and organisations to improve service efficiency. Ability to lead and direct the activities of others in a way which secures engagement and fosters team spirit. Outstanding interpersonal communication skills evidenced by the ability to establish productive working relationships with multiple stakeholders.
	Effective written and oral communication skills, including report writing and presentation skills	Also: Experience of presenting complex reports at committee and other forums of senior officers, elected members and other agencies.
	Able to plan and co-ordinate activities of self and others in the context of conflicting priorities.	Also: Able to demonstrate experience of managing finite resources to achieve service objectives.
	Able to work quickly and accurately under pressure whilst ensuring attention to detail	Also: Ability to meet deadlines and achieve results under pressure.
	Ability to work with stakeholders to improve service delivery.	Ability to work with stakeholders and in collaboration with other agencies to improve service delivery. Persuasive and effective influencing skills and the ability to foster partnerships, work collaboratively across boundaries and achieve performance and results through others.
	Ability to proactively encourage and support innovation.	Also: Able to demonstrate examples of initiatives and innovation which have made a positive impact on service delivery.

Knowledge	Knowledge of HR and Payroll systems management requirements.	In depth knowledge of HR and Payroll systems management requirements supported by CPD evidence
	Awareness of internal policies and procedures designed to ensure probity and efficient use of resources.	Experience of designing / applying / adhering to internal policies and procedures designed to ensure probity and efficient use of resources
	An understanding of the fundamentals of employment relationships and HR & Payroll related legislation.	Also: Able to demonstrate continuing professional competence in relation to HR and Payroll legislation.
Experience	Must be able to demonstrate 5 years experience of working in an HR function in a middle management capacity with knowledge of payroll procedures and legislation.	Able to demonstrate 5 years experience of working in an HR and Payroll function in a senior management capacity.
	Experience of managing financial and other resources to achieve service objectives	Also: Experience of planning the use of resources to deliver performance targets.
	Experience in implementing service improvements within a multi-disciplined organisation	Also: Able to demonstrate experience of engaging with staff to implement and monitor change initiatives and innovation to ensure service improvements are achieved.
	Proven record of achievement in project management;	Proven record of achievement in multiple project management;
	Experience of overseeing cultural and organisational change in a comparable complex organisation.	Experience of initiating cultural and organisational change in a comparable complex organisation.
Qualifications	Full Membership of the Chartered Institute of Personnel and Development (Chartered Member Status), or other relevant professional institute / qualification.	As essential, plus:- A post-graduate qualification in a related discipline, or Membership of the Institute of Payroll and Pensions Management.
Other Requirements	Able to work and travel within the District.	

Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.
If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.