

JOB DESCRIPTION

Post:	HRIS and Payroll Manager
Responsible to:	Head of HR
Pay Band:	Spine point 30 - 32

JOB PURPOSE

Responsible for the College's payroll operations and HRIS (iTrent), including the management of the day-to-day work of the payroll service and iTrent to ensure that both are delivered efficiently and effectively, with responsibility for line managing and supervising staff as appropriate. To be the expert within the College in the field of payroll and the HRIS, with responsibility for ensuring that the College's statutory and contractual obligations for pay, benefits and pensions are met. Responsible for the development and management of the HRIS (iTrent), ensuring maximum effective usage by the HR team, efficiency and value for money. Responsible for management reporting within HR.

KEY RESPONSIBILITIES

Payroll/Pensions

- To manage the payroll section's day-to-day work to ensure the effectiveness and efficiency of the payroll service, including oversight of the delivery of the monthly payroll cycle and line management of the HRIS/Payroll Officer(s).
- To lead on and ensure that there are documented procedures in place for the management of the preparation, transmission and retention of necessary pay and statutory records, returns, statistics and any payments, including pension and HMRC returns, as well as e.g. furlough claims.
- In liaison with Finance, as appropriate, to ensure that all accounting for payroll and pensions is complete, correct, reconciled, risk minimised and current (including tax, NI, RTI and auto-enrolment) within the defined schedules and timetables and resolving any problems in large quantities of complex data and provide reports as required.
- To lead on HR related audits (both internal and external), liaising with the Head of HR, Finance and SMT, as appropriate.
- To develop and manage the provision of employee related benefits, including liaison with pension providers. Overall responsibility for all pension related activities within HR.
- To support with the promotion of providing payroll services for external organisations, including the production of quotes and Service Level Agreements (SLAs), as required. To manage the contract with external contracts, with the Finance Director and Head of HR, including supporting any handovers / parallel pay runs.
- To provide support to new staff and managers on Payroll related requirements such as new starter documentation and queries.
- To support the HRIS/Payroll Officer(s) with complex payroll or pension-related queries.
- To provide payroll and systems project support on any TUPE, merger or acquisition for the College, with the Head of HR, as required.

HRIS

- To lead the development of the integrated Payroll-HR database (iTrent), taking a lead on identifying possible improvements to the system and playing a key role in implementing agreed changes, working with the College-wide systems improvement team and the rest of the HR team.
- To review and schedule in any patches or updates required by Midland and schedule in with the HR team, in a timely manner.
- To ensure, with the HRIS / Payroll Officer(s), that there are clear procedures, processes and workflows established for all iTrent operational activities.
- To provide relevant training, as appropriate, to staff members in HR who are responsible for updating post and appointment data onto the HR System iTrent.
- To work closely with the Head of HR and SMT to ensure that the College's contract with Midland HR is regularly reviewed and re-negotiated in accordance with the contract's renewal dates, to ensure that MidlandHR's service delivery to the College is of the highest standard.
- To be the lead HR point of contact with Midland iTrent and to oversee the work of any consultants or contractors working in HR, ensuring that they operate in line with prescribed guidelines.
- To be the main point of contact with Finance, IT Services and other stakeholders for the HRIS and to protect their interests during system changes through effective processes, controls and testing.
- To work closely with the Head of HR and other team members to define and prioritise the programme of HRIS-related projects. To work closely with the Head of HR and HR Manager to manage HRIS-related projects to completion, ensuring that projects deliver the planned benefits on time and in budget, e.g. recruitment processes and further evolution of modules, with the input of external consultants where appropriate.
- To work with the College systems improvement team on any cross college related projects, as required.
- To provide expert advice to internal stakeholders on any proposed changes to the data structures within iTrent, taking into account their impact on data integrity and reporting, with reference to external consultants as appropriate. To provide training to employees and line managers, as required.

Management Reporting

- To ensure that accurate management reports are provided on a timely basis, by supporting the development of a comprehensive range of reports and KPIs in Business Objects or SQL, and to ensure that requests for ad hoc reports can be met on a timely basis. To develop tools for minimising manual reporting where possible.
- To oversee regular validation and integrity checks on iTrent system data to check it is accurate, complete and optimised for reporting purposes and to identify and resolve any identified causes of error.
- To manage statistical returns to external bodies e.g. the quarterly Government return and the production of the workforce data statistics and other statutory submissions, such as the Gender Pay Gap report and union facilities time.

General

- To contribute to process improvement within the HR department by implementing systems and procedures which support the accurate prioritisation and timely completion of work.
- To support the college in compliance with all statutory requirements e.g. Ofsted, SCR and safeguarding.
- To develop and run training on systems, processes and procedures to a variety of College audiences, including the team, line managers and senior managers.
- To be a pro-active and positive member of the HR team, and participate in relevant cross-group meetings and development activities.
- To carry out any other duties appropriate to the position, as required by the Head of HR.
- To manage projects as requested by the Head of HR.

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential Criteria	How Assessed
1.	Degree or equivalent qualification in a business-related subject, such as Accountancy	Application Form
2.	Qualification in Payroll	Application Form
3.	Evidence of relevant CPD including database reporting skills, payroll updates etc.	Application Form / Interview
4.	Management qualification (or willing to qualify)	Application Form
5.	Knowledge and experience of using i-Trent or other HR Database	Application Form / Interview
6.	Up to date knowledge of relevant payroll and employment legislation	Application Form / Tests / Interview
7.	Experience of driving service improvement through systems and processes	Application Form / Interview
8.	Excellent understanding of data analysis and interpretation	Application Form / Tests / Interview
9.	Experience of managing or supervising staff	Application Form
10.	Experience of working within a cross-organisation team	Application Form / Interview
11.	Competent in using a variety of IT software including Word, Outlook and Excel	Application Form / Tests / Interview
12.	Level 2 in Numeracy and Literacy	Application Form / Tests

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1.	Qualified member of the CIPD (ideally Chartered)	Application Form
2.	Full diploma level qualification in Payroll Management (CIPP, Payroll Alliance or other to the BTEC Advanced Professional Diploma) or at an advanced stage working towards this qualification.	Application Form
3.	Experience of developing and delivering internal user training	Application Form / Interview
4.	An understanding of complex and multiple employment terms and conditions (pay scales, pay bandings, job families).	Interview
5.	Experience of working in an educational or public sector setting	Application Form
5.	Experience of pension schemes, ideally public sector pension schemes (such as LGPS or Teachers' Pensions)	Application Form / Interview
6.	Experience of working with Business Objects	Application Form
7.	Experience of supporting organisational change, such as restructures, TUPE, mergers or acquisitions	Application Form / Interview
8.	Experience of Project Management or a project management qualification such as PRINCE 2	Application Form / Interview

CONDITIONS OF SERVICE

Salary:	Spine point 30 - 32
Payment:	Monthly in arrears direct to bank via the Bank Automated Clearing System [BACS]
Hours:	As advertised
Holidays:	24 working days, rising to 29 days plus Bank and Public Holidays
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the DBS Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of DBS Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

1. Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
2. Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
3. Make every effort when employees become disabled to make sure they stay in employment.
4. Make sure key employees develop the awareness of disability needed to make this commitment work.
5. Review these commitments annually.