

The Leicestershire College Job Description

1. Job Details

Job Title:	Payroll & HR Coordinator
Department:	HR
Reporting To:	Payroll & Pension Officer
Competency Level:	Business Support 2
Hay Grade:	TBC
Date of Job Evaluation:	TBC
Annual Salary (FTE):	£21,199 - £23,965 per annum
Date:	March 2023

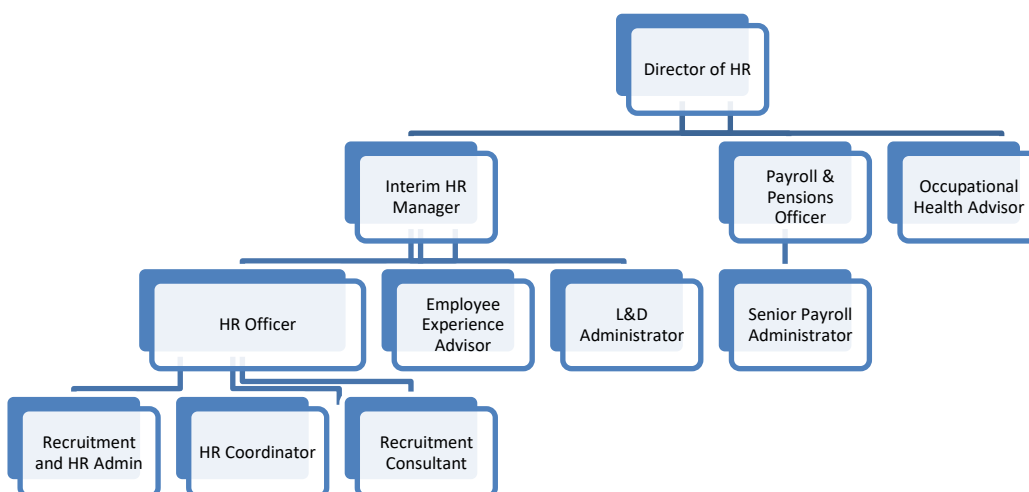
2. Job Purpose

To support the HR Team with a high-quality delivery of a range of payroll & HR transactions processing and employee relations.

3. Dimensions

Not applicable.

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

HR Payroll Administration

- Responsibility for the timely and accurate processing of HR monthly payroll administration including (but not limited to), leavers, changes of appointment, maternity and paternity.

- Work closely with internal stakeholders to ensure accurate and timely completion of payroll & HR administration.
- Responsibility of producing written contracts and letters for payroll administration including (but not limited to), leavers, changes of appointment.

Employment Relations

- Provide advice and guidance to all staff in relation to day to day HR queries.
- Responsibility for flexible working request scheme including paperwork and meetings as required.

Wellbeing

- Coordination of the administration of sickness and absence across the College.

Associates

- Responsibility of self-employed and volunteer vetting.
- Liaising with Procurement regarding self-employed and contractors.

General Duties

- Contribute to HR projects as directed.
- Work closely with the team and provide support as directed.
- Ensure both electronic and manual filing systems are kept up to date.
- Be prepared to work flexible hours to meet the needs of the department.
- Ensure HR systems are up to date and accurate.
- Complete monthly reports.
- Manage HR mailbox.

7. Key Result Areas

Action	Result
Ensure all pre-employment referencing, DBS checks, health assessments and contracts of employment are completed in a timely manner.	The College meets its safeguarding and pre-employment checking responsibilities and can be confident in the calibre of its employees. To also comply with employment law.
Take responsibility for day to day administration and implementation of College maternity, paternity, adoption leave, shared parental leave schemes and flexible working requests.	Employees are appropriately informed, supported and paid.
Take responsibility for the administration of absence and sickness across College	Employees are appropriately informed, supported and paid.
Provide advice and guidance to all staff in relation to day to day HR queries.	Builds good relationships among departments creating a good, strong working relationship
Administer monthly payroll including new starters, changes and leavers	Processed accurately and timely to ensure employees are paid correctly.

8. Key Working Relationships and Communications

Internal: All College employees

External: Software providers, self-employed, volunteers, contractors

9. Scope for Impact

Not applicable.

10. Competency profile

The following profile is a description of the required competencies of the role:

<p>Working with Excellent People</p> <p>Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.</p>	<p>Responsiveness</p> <p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.</p>
<p>Ensuring Financial Sustainability</p> <p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Self-Awareness</p> <p>Manages own health, safety and wellbeing; complies with College policies. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.</p>
<p>Delivering Excellent Quality</p> <p>Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.</p>	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Certificate in Human Resource Practice (or equivalent) or willing to work towards	•		Application/ Interview
2.	English and Maths level 4 – 9 (GCSE grade C) or equivalent	•		Application/ Certificates
EXPERIENCE				
3.	HR administration in a professional environment	•		Application
4.	Experience of offering up to date HR advice and guidance to a range of stakeholders	•		Application/ Interview
5.	Experience of managing the administration and implementation of maternity, paternity, adoption leave, shared parental leave and flexible working request	•		Application
6.	Preparing recruitment advertisements, interview questions and job descriptions	•		Application/ Interview
7.	Ensuring compliance of pre-employment referencing processes e.g. DBS checks, references and pre-employment health assessments	•		Application/ Interview
8.	Processing HR payroll information and follow-up administration e.g. letters and contracts	•		Application/ Interview
9.	Experience of managing absence, illness and occupational health referrals		•	Interview
10.	Handling sensitive situations and data with discretion, professionalism and confidentiality	•		Application/ Interview
11.	Working to tight deadlines and managing changing priorities	•		Interview/ Assessment
SKILLS & KNOWLEDGE				
12.	Good understanding of employment law	•		Interview
13.	Strong IT skills including creation, use and maintenance of Word documents, Mail merge, Excel spreadsheets and databases	•		Application/ Assessment
14.	Good attention to detail and accuracy	•		Assessment
15.	Basic payroll principles and calculations		•	Assessment
16.	Good interpersonal skills and an ability to deal with a wide range of people	•		Interview
17.	Excellent organisation and prioritising skills	•		Interview/ Assessment
18.	Excellent verbal and written communication skills	•		Interview/ Assessment
19.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview

BEHAVIOURS				
20.	Willingness to work flexible hours	•		Interview
21.	Positive, pro-active and solution-based approach to work with a genuine can-do attitude	•		Interview
22.	Work effectively as a team member	•		Interview
23.	Confidential and discrete approach	•		Interview
24.	Commitment to self-development	•		Interview
25.	Commitment to equality	•		Interview
26.	Promote the College's equal opportunities policy and practices	•		Interview
27.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in March 2023 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	