Job description and person specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive, and you will be expected to undertake such duties as may be assigned to you by Versus Arthritis from time to time. We are committed to a culture of flexibility, collaboration and inclusion and expect all our people to focus on organisational priorities.

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| Job title | People Payroll and Information Partner | Location | Flexible: London office, Chesterfield office or Homeworker  If home-working occasional travel will be expected to our Chesterfield and/or London office |
| **Contract type** | Part-time 0.6 FTE  21 hours per week | **Contract length** | Permanent |
| **Date** | November 2021 |  |  |

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| Context |
| We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we’ll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together, we’re making real progress but there’s still a long way to go, and we won’t stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.  The People and Organisational Development team (POD) influences, enables and facilitates a high performing organisation focusing on our people. Collectively, the role of POD is to:   * Inform, drive and support ongoing organisational change and improvement. * Put learning, wellbeing, flexibility, collaboration and inclusion at the heart of our culture. * Understand and translate organisational needs and provide responsive and impactful services that support delivery. |

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| Main purpose of the role |
| This role will push back against arthritis by providing a range of payroll and HR activities across the organisation, including provision of payroll and HR support and advice to people; provision of payroll and management information; and the delivery of Payroll and HR initiatives and projects which will support and improve effective people management across the charity.  The People Payroll and Information Partner will play a key role in the reporting and processing of payroll and HR data in relation to the full employee lifecycle, providing information, data and insights to inform our decisions. |

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| Management and key relationships | |
| **Roles managed** | None |
| **Reports to** | Head of People Operations |
| **Key Relationships** | * People Operations team * People Business Partner team * Organisational Development team * Diversity, Inclusion and Involvement team * Finance team * People managers across the charity * Employees across the charity |

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| Main Responsibilities and Duties | |
| **1** | **It’s about customer focus delivered through efficient and purposeful systems and processes, that support our ambitions**  Maintaining people information, payroll and HR systems to ensure employee data is accurate, and accessible, taking responsibility for the security, confidentiality and integrity of information and high-quality data stewardship, ensuring one single source of the truth.  Coordinating and administrating core payroll and HR calculations, processes and data input to enable accurate and timely payroll processing, covering all elements of payroll, for example starters, leavers, contract variation, absence, family leave, pension, deductions, IR35, etc.  Undertaking monthly and annual payroll reporting, returns and reconciliations (for example PAYE/NIC, P11Ds, P45s, P60s). Maintaining an audit trail to ensure evidence of relevant approvals and working with colleagues to undertake payroll and HR verification checking and auditing exercises.  Working with colleagues to produce clear, accurate process, policy and system documentation which are continually updated to reflect current practice.  Working closely with relevant colleagues to manage core processes effectively and efficiently such as contract variations and absence records, to ensure consistent application, flow of information and enable timely completion of associated actions.  Providing customer-focused, systems and process-based advice to managers and employees, engaging other POD team members as appropriate.  Overseeing and ensuring efficiency in the administrative processes for employment checks, including the criminal record checks, for example central record, maintenance of eligible posts, risk assessment and monitoring arrangements. Ensuring all issues are referred as appropriate to the Safeguarding Lead, Head of People Operations or Head of People Business Partners.  Supporting the salary benchmarking process, as well as the annual cost of living process, ensuring published rates are reflective of the current establishment.  Undertaking all pension related administration activities and liaison as required with the relevant pension scheme providers and advisors.  Delivering and ensuring visibility of the core employment offer including the pension scheme, salary sacrifice schemes, buying and selling annual leave etc, ensuring accurate benefit deductions through payroll and review of supplier invoices as appropriate.  Maintaining our internally and externally facing people information and supporting resources to ensure our core employment offer is appropriately communicated and promoted. |
| **2** | **It’s about learning, evaluating and improving**  Embedding a continuous improvement approach by developing and improving system and process efficiency which enhance the customer experience and promote increased engagement and satisfaction.  Collating, interrogating, disseminating and analysing key management information through a range of reporting mechanisms to support organisational planning and decision-making.  Actively engage with, contribute to and participate in Payroll and HR projects as required.  Identifying and acting on opportunities for cross directorate and organisational input, to support better ways of working and improved outputs. |

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| Criminal Record Check | |
| **Requirement** | This role DOES NOT require a Criminal Record check |

## Person specification

Knowledge, skills and experience: key requirements

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| Requirement | | Evaluation Stage |
| **1** | Level 3 CIPP Payroll Technician Certificate or commitment to undertake and complete within a specified timeframe. | Application/Interview |
| **2** | Proven generalist Payroll and HR experience or HR Shared Service Centre experience, with sound understanding of core processes across the breadth of the employee lifecycle. | Application/Interview |
| **3** | Effective communication skills, both written and verbal, to produce support materials, guidance notes, reports, presentations etc. | Application/Interview |
| **4** | Experience of working with Payroll and HR systems accompanied by technical payroll knowledge. | Application/Interview |
| **5** | Strong relationship building skills, achieving positive shared outcomes and feedback with a commitment to delivering excellent customer services. | Application/Interview |
| **6** | Advanced Microsoft Excel skills, including complex formulae, charts, pivot tables and V look up. | Interview/Test |
| **7** | Excellent planning and organisational skills and comfortable working at pace. | Interview |
| **8** | Experience of designing and developing reports, extracting data, with an aptitude for data interrogation and analysis. | Interview/Test |
| **9** | Knowledge and understanding of current and upcoming employment legislation and best practice. | Interview |
| **10** | Ability to problem solve with attention to detail and accuracy of data. | Interview |
| **11** | Continuous improvement approach with a positive attitude to change. | Interview |

## Desirable requirements

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| Requirement | | Evaluation Stage |
| **1** | CIPD Qualification.  CIPP Payroll/Pension Administration Qualification. | Application |
| **3** | Pension administration experience. | Application/ Interview |

**Values and behaviours**

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

 Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

* We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people’s **health and wellbeing**.
* We value **learning** to increase our impact for people affected by arthritis.
* We value being **accountable** for our actions and have **high expectations** of each other.
* We value **persevering** with challenges when we know **it’s the right thing to do.**