

Job Description

Job title	Payroll, Pensions and Systems Partner
Reports to	Head of HR
Location	Cardiff
Direct reports	None
Payband	3

Job description
Job Purpose
<p>To oversee and manage the payroll, pensions and system functions for Audit Wales specifically:</p> <ul style="list-style-type: none"> • Manage the payroll and pensions administration for Audit Wales, ensuring that pay related information is accurate, up to date and submitted in a timely manner for monthly pay runs and liaise with and respond to Civil Service Pension Scheme data requests (DR1s) and general pension queries. • Act as lead Systems Administrator and key contact for the iTrent system, resolving technical and process queries as needed in conjunction with the People and Payroll Officer. • Working with the wider HR team, ensure the iTrent system is maintained in all aspects including developing functionality, updates and testing, maintaining establishments, ensuring on-line training materials are up to date, data integrity and system generated reports • Provisions of HR, payroll and pensions information as required and general reporting on any HR or payroll data.
Main Duties
<ul style="list-style-type: none"> • Liaison / main contact for the systems supplier, maintaining supplier relationships and acting as the key contact for any queries relating to payroll and pensions, attending monthly service meetings. • Ensure all staff financial payments are accurate and appropriately made in accordance with relevant HMRC and other related rules by overseeing HR and payroll administration and undertaking monthly quality assurance/accuracy checks of information/data to be submitted to MHR Supporting the improvement of HR and payroll related process providing specialist knowledge related to the functionality of the iTrent system. • Manage the implementation of pay uplifts and awards, respond to complex pay and pensions queries and ensure that monthly remittances are completed in a timely manner. • Oversee the Civil Service Pension Scheme pension administration and quality assure information/data submitted to MyCSP and the Cabinet Office • Main point of contact within the Audit Wales for MyCSP queries • Update the HR team and wider organisation where relevant on Civil Service Pension Scheme changes and updates

Job description

- Ensure the accuracy and integrity of data within the system by undertaking regular data cleansing exercise,
- Work closely with HR and other colleagues to ensure consistency and excellence in HR service delivery
- Assist in periodic reviews and development of HR policies and the Employee Handbook, procedures and guidance to reflect legislative changes, lessons learned and good practice, both as an author, reviewer and contributor
- Liaise with trade unions on special cases, policy development and any proposed changes to terms and conditions, as needed.
- Production of reports via Business Objects reporting system as required, in particular provision of the monthly and year end reports.
- Draft papers and reports, as needed, and undertake HR corporate projects on an ad hoc basis
- Any other tasks required from time to time, commensurate with the grade of the role.

Key Results Areas

- Key person for creating, establishing and developing a range of functionality and reporting from the system, ensuring data integrity and accuracy using business objects reporting.
- Provide meaningful analytics and management information to improve business decision making
- Constantly look for ways to improve working practices that result in reduction in time and improvement in accuracy or provision of information to support the business
- Liaison / main contact with MHR and maintain supplier relationships
- Cross team working with others in Audit Wales to improve process and implement additional functionality
- Contract administrator and key contact for payroll queries from Finance and payroll provider.

General

Our Values and behaviours

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.

The values are:

- Collaboration
- Fairness
- Future-focus
- Independence
- Innovation
- Integrity

The behaviours are:

- Genuine
- Respectful

General

- Energetic
- Adaptable
- Trustworthy

Confidentiality and Information Security

The post holder must always be aware of the importance of maintaining confidentiality and security of information gained during their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018, UK GDPR and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

Equality

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) security level

Dignity at Work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under Audit Wales Dignity at work policy.

Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

Person Specification	
Requirement	Essential or Desirable
1. Qualifications	
CIPP or CIPD qualified (Associate Member - Assoc CIPD) and active CPD	Essential
Educated to degree level or equivalent relevant experience	Desirable
2. Skills and abilities	
Highly competent IT user across a variety of IT packages	Essential
Good research, analytical and problem solving skills and ability to inspire confidence and credibility in Management Information. Highly numerate and comfortable interpreting, managing and analysing data.	Essential
Excellent organisational skills, and ability to prioritise workload, work flexibly and manage own time effectively to meet agreed deadlines. Sufficient drive and pace of work to ensure tasks are completed to agreed budget, timetable and quality standards	Essential
Excellent verbal communication skills for use in meetings, presentations and focus groups	Essential
Good persuasion and influencing skills.	Essential
Committed to self-development and learning.	Essential
Excellent attention to detail and accuracy for proof reading correspondence and formatting reports containing complex or confidential information. Able to produce impactful management information to inform decision making.	Essential
Understands good practice in testing process for system upgrades and associated systems/interfaces.	Desirable
Required to analyse evidence, define issues, identify problems and propose and agree solutions with individuals	Essential
Able to suggest the best way to present data and challenge whether the data requested will provide the right insight	Essential
3 Experience	
Experience of HR systems, specifically the iTrent system, payroll and pensions processing and administration.	Essential
Familiar with management information tools such as Business Objects and reporting techniques to deliver data extracts, manipulation and reports as needed	Essential
Able to demonstrate the personal confidence and professional expertise to rapidly understand the HR requirements and develop/implement innovative and practical solutions in accordance with business needs.	Desirable

Analyses information flows across business processes, identifying changes/improvements required	Desirable
4 Personal attributes	
Able to deal sensitively and discreetly with confidential information	Essential
Able to develop and maintain positive and professional working relationships with both Audit Wales and external contacts	Essential
Thinks creatively to overcome and resolve problems with service delivery	Essential
Work productively with colleagues across the Audit Wales to ensure a coordinated and efficient and effective service delivery of the HR system to staff	Essential
Works with a degree of autonomy and minimal supervision	Essential
Able to communicate technical information and advice clearly and simply when advising staff, such as on payroll policies and procedures	Essential
5 General	
Self-aware and a role model for the Audit Wales values and behaviours	Essential
Ability to work flexibly and if necessary, outside of normal office hours.	Desirable
An awareness and a commitment to equality and diversity.	Essential
An awareness and commitment to the arrangements for health and safety	Essential

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Listen to Welsh medium meetings, discussions and phone calls on simple matters, but contribute in English for more technical and complex matters.
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Read Welsh medium news articles, short reports and social media to develop knowledge in a field
Writing	Update documents and correspondence with Welsh dates and other generic terms	Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.