

## Job Description

<b>Job Title</b>	HR and Payroll Manager
<b>Salary Scale</b>	LIPA Scale 9 - 11
<b>Responsible To</b>	Head of HR, Culture and Transformation
<b>Responsible For</b>	Payroll Officer (0.8) Payroll & Pensions Officer (0.6)
<b>Number in Post</b>	1
<b>Date Drafted</b>	March 2025

### Job Purpose

To be accountable to the Head of HR, Culture and Transformation for the delivery of a proactive, comprehensive, professional and integrated HR / Payroll service, including supervision of payroll / pensions staff.

To support the Head of HR, Culture and Transformation to implement / improve HR systems, KPIs, and wellbeing activities to drive continuous improvements and excellence in service delivery.

### Major Tasks

1. Administration of the payroll / pensions activities of the HR team ensuring the smooth running and accuracy of data working with the Head of HR, Culture and Transformation.
2. To support the implementation of the new HR information system, working closely with the Head of HR, Culture and Transformation to ensure system optimisation and efficiency.
3. To oversee recruitment and onboarding and ensure compliance with LIPA policies and procedures, best practice and employment legislation.
4. To produce offer letters, contracts and HR correspondence as required.
5. To ensure policies, procedures and guidelines are up-to-date, compliant with employment legislation, published and implemented.

6. To support general HR processes as required including disciplinary, grievance, capability and absence management.
7. To support specific projects that contribute to the implementation of the Human Resources Strategy.
8. Duties common to all LIPA staff.

## Job Activities

### Major Task 1: Administration of Payroll/Pensions Activities

1. To lead on the preparation, processing, administration and validating input of the monthly payroll and pension cycle, ensuring compliance with contractual and statutory obligations.
2. To provide supervision and support to the Payroll Officer and Pensions Officer to ensure a timely, efficient and effective monthly process.
3. To handle payroll-related inquiries and resolve discrepancies.
4. To produce salary review letters.
5. To meet reporting deadlines and support audits.
6. To ensure that our obligations in relation to pensions auto enrolment are met.
7. To communicate information about and raise awareness of existing staff pension schemes.
8. To ensure that all relevant bodies are provided with relevant employee details including changes and employee leave dates.
9. To assist with the implementation of payroll / pension changes in line with legislation.

### Major Task 2: Implementation of the New HR Information System (HRIS)

1. To support the continued development of our HR / Payroll systems to increase the efficiency of the service and improve the workforce reporting framework, including the selection, implementation and go-live of new features.
2. To oversee and support the transition from our current HRIS to a new system, including running two payrolls during transition period.
3. To ensure the HR Team are trained and fully confident in using the new system.
4. To develop training / user guides for employee self-service.
5. To ensure that HR files and records held on the HR system are up-to-date and accurate and logically ordered.

6. To ensure that monitoring data is collected and accurately recorded in line with data protection principles.
7. To produce data and analysis as required for management reports illustrating performance against key HR indicators, and work with the Head of HR, Culture and Transformation to identify solutions to address indicators that are not being met.
8. To complete the annual staffing return to the Higher Education Statistics Agency (HESA).
9. To complete the Gender Pay Gap Report and other reports as required.

### **Major Task 3: Recruitment and Onboarding**

1. To provide advice to managers in the development of job descriptions / person specifications.
2. To co-ordinate the staff recruitment and selection processes as required.
3. To advise managers on recruitment policies and procedures including short-listing, and interviewing.
4. To participate in interviews when appropriate to ensure compliance with our recruitment policies and equality legislation.
5. To ensure that eligibility for employment and relevant pre-employment checks are undertaken for all new staff.
6. To ensure that new staff are properly inducted into LIPA and probationary reports are completed in a timely fashion.

### **Major Task 4: Offer Letters, Contracts and HR Administration**

1. To ensure that offer letters are accurate and issued in a timely manner.
2. To ensure that employment contracts are issued in a timely manner.
3. To produce HR correspondence as required.
4. To oversee the Disclosure and Barring Service (DBS) renewal process
5. To support the coordination of probationary reviews, assisting with internal communications, ensuring documentation is completed and returned and administering probation outcome letters.

### **Major Task 5: Policies and Procedures**

1. To ensure policies, procedures and guidelines are up-to-date, compliant with employment legislation, published and implemented.
2. To contribute to the development, implementation and maintenance of clear, consistent and legally compliant policies and procedures including:
  - Undertaking of research activities;

- Drafting policy / procedures for review by the Chief Operating Officer and Head of HR, Culture and Transformation;
  - Presenting briefing sessions to managers as part of policy roll-out activities; and
  - Contributing to the review of associated business processes.
3. To receive and respond to queries and requests for information relating to issues from staff and managers ensuring a timely response and customer-focused approach.
  4. To advise Directors, Heads of Department and other managers on HR policies and procedures and support employee relations processes as required.

#### **Major Task 6: General HR Processes**

1. To support general HR processes as required, including disciplinary, grievance capability and absence management.
2. To ensure that absence records (sickness / holidays / special leave) are accurate and up to date.
3. To help managers prevent, identify and remedy absence issues - where necessary, adopting a more hands-on approach.
4. To oversee the implementation of our absence management policy.
5. To be responsible for our occupational health arrangements.

#### **Major Task 7: Projects**

1. To support the continued development of our HR/Payroll Systems to increase the efficiency of the service and improve the workforce reporting framework, including the selection, implementation and go-live of new features.
2. To support the implementation of the new HRIS and delivery of specific projects that contribute to the implementation of the Human Resources Strategy.

#### **Major Task 8: Other Duties**

1. To maintain personal and professional knowledge through CPD, keeping up to date with employment law and our own HR/Payroll policies and procedures.
2. To provide professional support by alerting colleagues to the potential impact of employment law developments or case law decisions.
3. To participate in staff appraisals and training programmes as required.
4. To carry out duties at all times with due regard to Equality and Diversity, Health and Safety and other LIPA Group policies as agreed and revised from time to time.
5. To ensure compliance with the Financial Regulations.
6. To build successful working relationships across the business with managers and staff alike.

**Notes:**

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description.

**Location:**

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in their present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

**Hours:**

37.5 hrs per week, Monday – Friday.

## Person Specification – HR and Payroll Manager

Criteria	Importance	To be identified by:
<b>Education and Qualifications:</b>		
Degree or equivalent qualification / HR Qualification	Essential	Application Form / Qualification Certificates
<b>Experience / Knowledge:</b>		
Experience of managing an HR function in a medium-sized or larger organisation involving professional and non-professional staff groups	Essential	Application Form
Experience of working in the school, FE or HE sector	Essential	Application Form
Experience of payroll and pensions procedures	Essential	Application Form
Experience of effective staff management including conducting performance and development reviews	Essential	Application Form/Interview
Experience of developing/updating HR policies and procedures	Essential	Application Form/Interview
A detailed and up-to-date knowledge / understanding of HR good practice and employment law issues	Essential	Interview
Knowledge and understanding of Data Protection law and the General Data Protection Regulation	Essential	Interview
<b>Skills and Abilities:</b>		
A HR generalist with the ability to implement practical solutions to HR issues demonstrating a pragmatic and flexible approach	Essential	Interview
Ability to develop and maintain effective working relationships with colleagues and others at all levels	Essential	Interview
Strong communication and interpersonal skills	Essential	Interview

<b>Criteria</b>	<b>Importance</b>	<b>To be identified by:</b>
Ability to work independently, lead on activities where required and contribute as a team player	Essential	Interview
Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion	Essential	Interview
Excellent IT skills, including a high level of competency in the use of Microsoft Office applications and data manipulation	Essential	Interview/Task
Ability to use computerised systems and applications, including HR and Payroll systems	Essential	Interview
Strong communication (written and verbal) skills in order to produce clear reports for internal and external consumption	Essential	Presentation/Interview
Good organisational and administrative skills and ability to maintain accurate records	Essential	Interview/Task
Enthusiasm and initiative – along with the ability to work well and positively under pressure	Essential	Interview/Task
Accuracy and attention to detail involving high volumes of activity	Essential	Interview/Task
Ability to obtain a DBS disclosure which is satisfactory to LIPA	Essential	DBS application clearance
<b>Commitment:</b>		
To diversity, inclusivity and ethical practice.	Essential	Application Form / Interview
Positive and enthusiastic with a can-do approach.	Essential	Interview
To providing excellent customer-focused services.	Essential	Interview
Ability to work as a supportive and proactive team member and ability and willingness to lead by example in providing hands-on cover and assistance when necessary	Essential	Application Form / Interview