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Job Description

HR & Payroll Officer

All criteria are Essential unless indicated otherwise

Reports to: Senior HR & Payroll Officer

Responsible for: n/a

Overall Job Purpose:

Support the Senior HR & Payroll Officer in the operation of Barcud's HR service, assisting the delivery and development of HR high-quality strategies and systems that enable Barcud to meet its business objectives and the needs of internal and external stakeholders.

Key Responsibilities –

HR and Payroll:

- Understanding of integrated HR & payroll systems with the willingness to improve processes and implement changes for efficiencies.
- Provide training to new and existing employee on HR matters, including the flexible working scheme.
- Support the evidence gathering for disciplinary / investigation hearings and produce and circulate minutes where necessary.
- Attend and service meetings as required.
- Play an active role within the Tuag at Iechyd – employee Health and Wellbeing group.
- Assist with recruitment processes and the induction of new employee.
- Provide employee with guidance relating to policies and procedures, as required.
- Complete ONS employee surveys and submit information as required.
- Act as a first point of contact for payroll queries from employee and third parties.
- Process payroll paperwork for new employee and provide third parties with payroll information as required.
- Collate and enter payroll items and changes to Barcud's systems.
- Handle and manage Maternity / Paternity applications, including understanding eligibility.
- Handle and manage Barcud's pension schemes.
- Provide HR & Payroll advice and support to Barcud's subsidiaries in accordance with their service level agreement.

- Deputise for the Senior HR & Payroll Officer or Assistant Director of HR & Communications when required.

People:

- Promote a high-performance culture that drives continuous improvement and efficiencies.
- Communicating the priorities, plans, vision and objectives of the Association to ensure effective delivery to the agreed service standards and targets.

Corporate

- Promote, develop and manage effective partnerships with internal and external stakeholders to achieve continuous improvement in the provision of services.
- Promote Health and Wellbeing initiatives throughout the organisation.
- Provide excellent customer service to all internal and external customers.
- Work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- Ensure that the Association and its employee comply with all legal, statutory and regulatory requirements along with best practice.
- In all aspects of the Association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.
- Carry out such other duties and responsibilities as may reasonably be requested.

This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.



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Personal Specification

HR & Payroll Officer

This person specification details the experience and skills for the position of HR & Payroll Officer at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

Qualifications

- Educated to GCSE standard or equivalent, including English Language.
- Educated to degree standard or equivalent. (D)
- Relevant HR or payroll qualification (i.e. CIPD) or equivalent through experience (D)
- Welsh essential or willing to learn to ALTE level 3 within two years.

Experience

- Demonstrable experience of managing an organisation's payroll service.
- Collaboratively working with colleagues and third parties in operation of a payroll service.
- Handling pension schemes and Maternity / Paternity applications.
- Experience of providing training to new employees on HR matters.
- Supporting HR investigations in the form of evidence gathering.
- Experience of recruitment processes.
- Public sector or housing association experience. (D)
- Experience of working with trade unions or employee consultative groups (D)
- Experience of HR/Payroll systems e.g. Itrent

Skills / Knowledge

- Good knowledge of all aspects of HR.
- Up to date knowledge of legislative HR framework and key people matters.

- A strong commitment to a people focused culture.
- Ability to promote equality and diversity in all aspects of employment and service delivery.
- Sound numerical, reasoning and written communication skills.
- Strong organisational skills and the ability to prioritise work, work under pressure and meet deadlines.
- Willing to learn Welsh to ALTE level 3 within 2 years (if not already a Welsh speaker).
- Excellent accuracy and attention to detail relating to HR & payroll matters.
- Able to set appropriate and challenging performance targets for self.
- Understanding of best practice approaches to HR