



**HR, PENSIONS & PAYROLL ADMINISTRATIVE OFFICER**

**Pay Band F / SCP 12 - 17**

**£22,183.00 - £24,491.00**

**36 hours per week (Option to job share)**

**Permanent**

**Job reference: V100**

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Dear Applicant

**Post of HR, Pensions & Payroll Administrative Officer**

Thank you for your enquiry about the post at Volair Ltd.

Please find enclosed further details about the post and an application form for you to complete and return by 5pm on Friday 18th March 2022.

Interviews are likely to take place within four weeks of the closing date. If you have not heard by then you should assume that your application has been unsuccessful. If you would like receipt of your application to be acknowledged, please enclose a stamped addressed envelope with your completed form.

Volair Ltd places great importance on maintaining high levels of attendance at work and all Directorates operate under well-established guidelines to monitor and control absence. If you are successful at interview, Volair Ltd will be seeking references and your present or last employer will also be asked to give details of your sickness and attendance record over the last three years.

If you require any assistance during the selection process due to a disability, please contact me as soon as possible on telephone number 0151 443 4160. For example you may need a sign language interpreter, require an accessible interview room, or need help completing a written application (taped applications may be submitted by prior agreement).

Please note that Volair Ltd will disqualify any applicant who directly or indirectly seeks or canvasses the support of any Councillor for any appointment with the Council.

You should email your application to: [recruitment@volair.org.uk](mailto:recruitment@volair.org.uk)

I look forward to receiving your application and thank you for your interest in this post.

Yours faithfully

*Dale Baines*

Dale Baines



Our shared vision - to make Knowsley: ***The Borough of Choice***

*“We want Knowsley to have a sustainable and diverse population with successful townships that provide a sense of place and community.”*

CORE VALUES:			
Act with integrity	Being accountable	Openness and transparency	Respect for people
<ul style="list-style-type: none"> <li>▪ Demonstrates honesty, reliability and trustworthiness</li> <li>▪ Does the 'right' thing</li> <li>▪ Demonstrates consistency</li> <li>▪ Acts according to a consistent set of morals, values and principles at all times</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acknowledges and assumes responsibility for actions and decisions</li> <li>▪ Takes ownership and responsibility for resulting consequences and does not seek to apportion blame on others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Makes decisions in an open and transparent manner</li> <li>▪ Shares information whenever possible</li> <li>▪ Explains when information can't be shared</li> <li>▪ Is open to new ideas and new ways of working</li> </ul>	<ul style="list-style-type: none"> <li>▪ Champions equality and diversity with all people at all levels</li> <li>▪ Treats people in the way they would like to be treated</li> <li>▪ Values people and their contributions</li> <li>▪ Shows consideration for others through thought and action</li> </ul>



<b>Job Description</b>	
<b>Job title</b>	HR, Pensions and Payroll Administrative Officer
<b>Grade</b>	Band F
<b>Directorate</b>	Volair
<b>Section/team</b>	Leisure
<b>Accountable to</b>	Volair Manager
<b>Responsible for</b>	HR support to Volair (no staff responsibilities)
<b>Date Reviewed</b>	January 2016

### **Purpose of the job**

To provide a HR, pensions and payroll administrative function.

### **Duties and responsibilities**

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibilities of the work to be undertaken.

- Ensure accurate sickness records are input into the Northgate HR and Payroll system.
- Update the Northgate HR and Payroll system with the following variations:-
  - Change of hours
  - Honorariums
  - Change of grade/post
  - Maternity pay
  - Paternity pay
  - Shared parental leave
  - Authorised/unauthorised absence
  - Change of car for car mileage claims
  - Additional/overtime claims
  - Change of tax code
  - Compulsory deductions
  - Voluntary deductions
- Ensure staff can access their payslips and other pay documentation via MyView, resetting passwords as and when necessary
- Respond to general MyView queries



- Monitor post list
- Set up new posts
- Ensure post to post details are maintained on the Northgate HR and payroll system.
- Promote and facilitate take up of current and future self-service development e.g.
  - Sickness absence recording and monitoring
  - Additional hours/overtime claims
  - Car mileage and expense claims
- Prepare and issue variations to contracts
- Carry out DBS re-checks
- Carry out recruitment administration
  - Advertise vacancies in media and intranet
  - Arrange payments for advertisements
  - Collate application forms and disseminate to recruitment panel
  - Prepare and issue interview letters
  - Carry out pre-employment checks including DBS checks
  - Prepare and issue contracts of employment
  - Prepare and issue casual engagement letters
  - Compile and maintain equal opportunities statistics
- Calculate and rectify any under/over payments in accordance with procedure
- Process new starters
- Process terminations of employments
- Prepare and issue termination letters and employee exit questionnaires
- Process reference requests in accordance with procedure
- Administer annual leave payments for casual staff
- Respond to annual leave/contracts of employment queries



- Respond to solicitor enquiries
- Respond to mortgage enquiries
- Respond to Jury Service enquiries
- Monitor auto enrolment
- Process NEST new starter and leavers
- Process payments to NEST
- Prepare pension documentation for Merseyside Pension Fund by submitting either paper documentation or updating MPF database as appropriate:-
  - New starters
  - Changes
  - Terminations
  - Opt outs
  - Maternity/shared parental leave
  - 50/50
  - Flexible retirement
  - Early retirement
  - Normal retirement
  - Employee/employer estimate of benefits
- Respond to pensions queries from members of staff, MPF and NEST, including service history enquires and MPF annual return
- Process third party payments on the Fushion financial system
- Reconcile KMBC invoice to Payroll Summary analysis
- Check payroll exceptions report and amend system accordingly
- Maintain delegated signatories list and ensure payroll documentation is authorised accordingly
- First point of contact for internal and external audit payroll enquires
- Respond to payroll related Office of National Statistics enquires



- Process HMRC calculations and employee letters in relation to this
- Respond to Union enquiries
- Take notes at meetings

### **Health and safety**

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference



Person specification			
<b>Post title</b>	HR, Payroll and Pensions Admin Officer	<b>Reports to</b>	Head of Business Management
<b>Section</b>	Business Management	<b>Base</b>	Any Volair Facility

Criteria	<i>Essential requirements</i>	* M.O.A
<b>Skills, knowledge, experience etc</b>		
1	Demonstrate experience within HR and Payroll environment.	A/I
2	Experience of working within an environment requiring confidentiality	A/I
3	Demonstrate a good understanding of working and communicating effectively with partner organisations.	A/I
4	A passion for customer service and ensuring the satisfaction of customers.	A/I
5	The ability to communicate well in emotional and confrontational situations	A/I
6	The ability to deal with complex or contentious issues	A/I
7	Strong organisational skills with the ability to meet deadlines	A/I
<b>Qualifications</b>		
8	AAT Level 3 in Payroll Management [or equivalent experience]	A/C
9	Ability to use Microsoft Office and other Volair IT software packages	A/I/C
<b>Health and safety</b>		
10	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities	A/I
<b>Personal attributes and circumstances</b>		
11	Ability to make decisions using analysis and judgement	A/I
12	Commitment to continual professional development	A/I
13	Ability to manage multiple projects on tight deadlines	A/I
14	Flexibility to work evenings, weekends and Bank Holidays as required.	A/I
15	Flexibility to work in any Volair facility as and when the business requires.	A/I
16	Knowledge of health and safety issues and procedures.	A/I

**\*Method of assessment (\*M.O.A)**

**A** = Application form

**C** = Certificate

**E** = Exercise

**I** = Interview

**P** = Presentation

**T** = Test

**AC** =

Assessment centre





Date	Approved by authorised manager	Designation
17/11/21	Sam Goodwin	Head of Business Management



We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.



## Conditions of Service

<b>Post</b>	HR, Pensions & Payroll Administrative Officer
<b>Employment status</b>	Permanent (Option to job share)
<b>Grade</b>	Pay Band F / SCP 12-17
<b>General</b>	The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.
<b>Salary</b>	£22,183.00 - £24,291.00
<b>Basic annual leave</b>	165.60 hours per annum
<b>Medical</b>	The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.
<b>Training</b>	Volair Ltd encourages training and development for all employees.
<b>Pension</b>	If eligible you will be automatically enrolled into NEST
<b>Car status</b>	Not applicable
<b>Disclosure</b>	The post is subject to a Disclosure & Barring Service check. You must ensure that you complete Section 8 of the application form. If you fail to do so your application will not be considered. Having a criminal record will not necessarily prevent you from being appointed to the post.



## Exempted posts – Disclosure & Barring Service (DBS) disclosure

Volair Ltd aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

Certain posts are subject to a Disclosure & Barring Service check due to the nature of the work being undertaken. All candidates who are successful at interview for one of these posts will be asked to complete an application form for a 'disclosure' check by the Disclosure & Barring Service before the appointment is confirmed.

Whilst the council supports the rehabilitation of ex-offenders, it is obliged in the recruitment of all employees to use an Exemption Order of the Rehabilitation of Offenders Act 1974 in order to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust are involved. If you apply for a post that is subject to a disclosure, you will be advised in the recruitment job pack.

Having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from being appointed to the post as any decision to employ will be considered on the individual circumstances of each case.

Further information about the Disclosure & Barring Service, including how information is assessed in line with the Rehabilitation of Offenders Act 1974 can be found on their website: [www.crb.gov.uk](http://www.crb.gov.uk)

## Safeguarding

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline