

## Job Description: HR & Payroll Assistant

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**Reports to:** HR Operations Manager

**Directorate/team:** Corporate Services / HR & Payroll

**Grade:** Grade 2

### Job Purpose:

To provide administrative support to Human Resources and Payroll Team.

### Core Accountabilities:

1. Provide administrative support to HR & Payroll team.
2. Support the HR & Payroll team in the achievement of the LGA's priorities and objectives.
3. Support the team in the delivery of its objectives demonstrating a 'can do' attitude and adopting a flexible and resourceful approach.
4. Undertake all responsibilities with due regard to the LGA's policies and practices for Health and Safety, Equal Opportunities and Environmental.
5. Participate in relevant LGA projects that support the delivery of the LGA Business Plan.
6. Undertake any other duties and responsibilities appropriate to the post

### Specific Accountabilities:

1. Act as a first point of contact for enquiries and respond to or refer enquiries as appropriate.
2. Prepare offer letters, contracts of employment, variation letters, and other relevant information.
3. Process payroll changes in PeopleXD, liaising with line managers for information and making relevant changes to employee records
4. Undertake the administration of the recruitment, selection and induction processes, including liaising with candidates. To also act as the first point of contact for all aspects of recruitment checks, including references, medical clearances, and DBS (when required).

5. Administer credit card and expenses claims, ensuring compliance with relevant policies and HMRC guidelines and ensuring that payments are made to staff within a timely fashion.
6. First point of contact for resolution of queries and issues relating to the use of HR's Digital Systems (eg. PeopleXD, Jobtrain, Kallidus, etc.).
7. Support the maintenance of HR Systems including support to self-service functionality, whilst assisting with the testing of software upgrades, adhering to testing scripts and to reports issues encountered.
8. Administer the starter, leaver and changes process
9. Carry out financial administration tasks including raising and managing orders and invoices, and handling of financial related queries in line with finance policies and procedures.
10. Maintain and update sickness absence records and organisational structure charts.
11. Support wider HR and payroll activity including, but not limited to, Learning and Development events, EDI activity, and the ngdp, including room bookings, catering, and administration.
12. Maintain electronic filing systems (e.g. PeopleXD document archive).
13. Establish own priorities and organise own workload ensuring that activities are organised to specification and tight deadlines.
14. Act as an effective team member providing assistance to others as requested.
15. Undertake any other reasonable duties as may be required commensurate with the level of the post.

## Person Specification: HR & Payroll Assistant

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### Knowledge and experience

- A good knowledge of office systems and procedures likely to have been gained from previous administrative experience within a HR and/or payroll team.
- Experience in the use of a range of software packages including Word, Excel, PowerPoint, e-mail and the internet.
- Experience in the production of documents and the collation and maintenance of information.

### Skills and abilities

- Good oral and written communication skills.
- Good organisational skills with an ability to manage own workload and priorities in order to meet deadlines, and respond to changing priorities.
- Able to work under pressure, prioritising work against competing and challenging demands to meet deadlines.
- Proven ability to multitask.
- Excellent interpersonal skills, including the ability to deal with face-to-face and telephone enquiries in a courteous and patient manner, providing a high level of customer care.
- Ability to exercise discretion and confidentiality.
- Able to work with a high degree of autonomy.
- Ability to work as part of a team and a flexible approach in order to adapt to changing work requirements.
- Ability to follow clear directions.
- Experience of producing work of a high standard with a high level of attention to detail.
- A positive 'can-do' attitude