

JOB DESCRIPTION

TITLE:	Payroll and Benefits Manager
LOCATION:	Canary Wharf or Cardiff
REPORTS TO:	Senior HR Systems & Information Manager
GRADE:	12
SALARY:	£35,855 per annum plus £4,203 London weighting allowance if based in Canary Wharf
DURATION:	Permanent

PURPOSE

The purpose of this role is to provide a comprehensive human resource service with a particular focus on a timely and efficient delivery of the payroll and benefits processes. The role will be the point of contact and technical expert in relation to payroll and pension queries.

Reporting to the Senior HR Systems & Information Manager the requirement is for an experienced and proactive individual to manage the monthly payroll and pension processes including reviews of data input and submission to the external payroll as well as audit checks of payroll reports received from external payroll as part of the validation process.

This is a varied role that will allow you to gain further exposure within a professional, fast – paced centralised HR department.

ORGANISATIONAL CONTEXT

In January 2018, the IPCC became the Independent Office for Police Conduct (IOPC), as set out in the Policing and Crime Act 2017. The Act introduced several changes that we asked for – both to the police complaints system and to the structure and powers of the IPCC.

Since 2013, we have doubled in size and are taking on nearly six times as many independent investigations. Given this level of growth, we asked the Government for a new structure that is better suited to our much expanded organisation. The new structure has a Director General at its head, supported by deputies, and a network of regional directors and a director for Wales. As it is no longer a 'commission', we have taken on a new name.

It's important to note that while our name has changed, our role, purpose and independence has not. The IOPC will continue to oversee the complaints system as a whole, to provide an independent appeal mechanism for some complaint investigations carried out by the police, and to carry out our own independent investigations into serious and sensitive cases. We will continue to use what we learn through our work to improve policing.

A Payroll and Benefits Manager within the IOPC can expect to work in a progressive and dynamic organisation with declared and strong core values. The work will be fulfilling and offer considerable opportunities for personal growth, challenge and satisfaction.

ROLE DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

PAYROLL

- Oversight of the IOPC payroll process via an outsourced provider, Equiniti ICS
- Leading the day-to-day payroll processes including the administration of civil service pensions and salary sacrifice schemes
- Provision of technical expertise and advice in relation to payroll
- Work closely with key stakeholders to achieve payroll deadlines and be able to recognise, flag and propose solutions to potential delays
- Review and sign off monthly payroll changes and reports received from the external payroll provider as part of the validation checks prior to Head of Finance approval for payment
- Coordinate ongoing payroll and benefits checks to ensure that employees are paid correctly at the right time ensuring adherence to payroll audit and control.
- Lead on the annual pay increase process
- Actively monitor levels of work to ensure the team meet the agreed SLA's.
- Provide "payroll helpdesk" support around employee pay and tax enquiries from basic to complex issues as well as statutory payments and other voluntary contributions/deductions. This involves interpreting legislation and regulations to ensure correct advice is given.
- Support the wider HR and Finance teams with payroll queries and provision of pay and sickness related reports
- To work alongside with the Finance team in terms arranging ad hoc additional payment or salary advances for new joiners as well as issues with P11d.

- Responsible for payroll and pensions communications/documentation including updating the intranet
- To lead on all relevant payroll audit checks/activities
- In liaison with HR Systems and Information team, to provide payroll related reports to Finance department
- To keep abreast of payroll legislation changes and work with the outsourced provider to implement changes where necessary

PENSIONS

- First point of contact for advising on pension queries before escalation to the external pension providers, MyCSP
- Provision of technical expertise and advice in relation to civil service pensions
- Monitoring pension queries in liaison with members and My CSP through to resolution
- To provide practical guidance to employees on pension issues in line with the civil service pension directive as well as recommendation by the external pension provider, MyCSP
- To ensure adherence to the pension scheme eligibility and enrolling criteria by carrying out age and presence checks to assess whether new employees as well as those opting in to the civil service scheme are able to join either the 2015 pension scheme, part 1 pension scheme or the partnership scheme
- Lead on the Civil Service Pensions data cleanse, ensuring DVF's are resolved within timelines set.
- To keep abreast of pension changes through appropriate channels such as civil service pension, pension regulator and partnership pension providers.
- To ensure relevant internal communications are sent to staff based on Employer Pension Notices (EPN)

SYSTEM ADMINISTRATION

- Supervisory responsibility for overall system and efficient data administration ensuring accurate set-up, maintenance, security and data checks and consistent data input.
- Investigate and resolve data discrepancy in the HR system as well as any system functionality related issues.
- Management of confidential payroll related information on electronic files (TRIM) and databases ensuring only the permitted information is stored (data integrity)

- In liaison with the HR Systems team, to support and assist troubleshooting issues with the payroll interface
- To support the implementation and roll out of the new HR system and additional modules with a focus on the payroll interface development
- Support the parallel run when implementing the new payroll interface
- To support further development the HR system with the objective of moving HR forms to HR Self Service.
- In liaison with HR Systems team, to conduct quarterly payroll audit checks with Head of Functions or Finance department to ensure accuracy of data

GENERAL DUTIES

- Line management responsibility to Payroll & Benefits team, including regular 1-2-1's and ensuring development plans are in place
- To continue to build relationships and identifying process improvements with key stakeholders Equiniti ICS and My CSP
- Ensuring all other payroll administrations processes are carried out such as sending out request for new joiner's pension pack, electronic filing (trim) of monthly payroll reports as well as employees' payroll forms, letters such as ATC's, new starter SAN and leavers forms, tax form etc.
- Proactively promote employee benefits schemes to staff
- Ensuring the payroll and benefits data held is compliant with the GDPR regulations
- Lead on the annual gender pay gap reporting

PERSON SPECIFICATION

KNOWLEDGE, EXPERIENCE and QUALIFICATIONS

The **essential** requirements are:

- Sound payroll knowledge and considerable experience of payroll administration
- Current knowledge of HMRC legislation and other pay and tax related regulations
- Considerable administration experience ideally within a HR function
- Experience of resolving complex payroll and pensions queries
- Sound experience and good knowledge of the civil service pension scheme
- Ability to multi task and work under pressure
- Experience of managing a small team

- Strong IT skills including Microsoft office applications and HR databases.
- Experience of using a HRIS self service system
- Knowledge of GDPR
- A strong eye for detail and accuracy
- A customer focused approach using drive and initiative to provide an excellent service.

The **desirable** requirements are:

- Educated to degree level or equivalent
- Previous experience of new starters contracts and new starter vetting process
- Experience of working within a centralised or multi-site function would be an advantage

CORE COMPETENCIES

CONTINUOUS DEVELOPMENT

Drive to achieve excellence and continuously develop oneself, one's team and the organisation through learning and knowledge sharing.

VALUING DIVERSITY

Openness to working effectively with diverse ideas and people.

ORGANISATIONAL COMMITMENT

Meets the standards of behaviour and professionalism required to operate effectively in the IOPC.

JOB-SPECIFIC COMPETENCIES

PROFESSIONAL EXPERIENCE & EXPERTISE

Extent to which the applicant's experience and professional skills meet IOPC's requirements

ANALYTICAL THINKING & DECISION- MAKING

Thinks logically in analysing complex information in order to identify key issues and make effective decisions.

CHANGE ORIENTATION

Ability to work flexibly in a changing environment.

TASK MANAGMENT

Ability to prioritise tasks effectively so as to meet the goals of the team

COMMUNICATION & INTERPERSONAL SKILLS

Conveying information clearly in both oral and written form, effectively communicating one's views by negotiating and influencing others at all levels.

TEAM WORK

Seeks opportunities to involve other people and is effective working co-operatively with and through them, demonstrating commitment towards team goals.

This role is exempt from the Rehabilitation of Offenders Act 1974, therefore a standard Disclosure and Barring Service (DBS) check will be carried out for the successful candidate during the pre-employment process.

The diversity of our staff is one of our key strengths. We welcome applications regardless of age, gender, trans identity, disability, race, sexual orientation, socio-economic status, sex, marital or civil partnership status, parental status, intersex identity, religion or belief. Our recruitment processes focus only on your ability to perform the role to a high standard.