JOB DESCRIPTION - CORPORATE SERVICES

IDENTIFICATION

Post Title:	Employee Services Administrator (Staffing, Recruitment or Payroll)	Post Ref:	
Section:	Corporate Business Support Service	Grade:	5
Responsible to:	Senior Employee Services Administrator		
Responsible for:	N/A		

JOB PURPOSE

To provide a support, processing and maintenance service for all tasks associated with payroll and/or staffing and/or recruitment services for all employees of the council.

PRINCIPAL WORKING CONTACTS

HR & Business Support Service colleagues
Employees of the Council
Managers throughout the Council
External bodies and other Councils
Health & Safety Coordinator

MAIN DUTIES

THIS IS A GENERIC JOB DESCRIPTION. THE DUTIES UNDERTAKEN WILL DEPEND ON THE TEAM WORKLOAD.

Payroll Duties

Process salaries and wages, including enhancements, deductions, allowances, travel and subsistence and sick pay, etc, ensuring deadlines are adhered to, and end run Control Totals are checked and carried forward.

Ensure new starts, changes to employee working arrangements, transfers, resignations, retirals, SSP documentation, etc, are processed in accordance with established procedures and timescales.

Calculate, check and process timesheets, overtime sheets, etc, within agreed timescales.

Assist in the audit, verification and reconciliation of computer amendment, input and printouts, etc.

Maintenance of sickness and industrial injury records; calculation of pay queries, shortfalls, overpayments, etc.

Issue appropriate standard letters to employees in relation to entitlements and conditions of service.

Undertake data input in a timeous and accurate manner to appropriate systems.

Recruitment Duties

Ensure all posts are advertised on Recruitment portal accurately, within agreed timescales and in agreed Corporate format.

Ensure candidates are invited to interview and advised of any tests, presentations, etc, within agreed timescales.

Ensure all pre-employment checks, e.g. PVG, reference requests, are conducted timeously and report relevant information to recruiting managers.

Liaise with Health and Safety colleagues with regards to appropriate pre-recruitment health checks and process accordingly.

Collate and provide corporate recruitment and statistical/management information, including liaison with managers and senior officers, developing and maintaining the recruitment administration system.

Ensure appointment panel papers are prepared, collated and processed as required.

Advise managers regarding recruitment process and procedures, including supply pools/casual workers, and assist with sourcing supply/casual workers as required.

Collate relevant information and prepare statements of employment particulars, ensuring accuracy of information, and issue to employees as required.

Staffing Duties

Check and collate information relating to changes to employee working arrangements, eg, extension to fixed term contract, temporary higher duty payment, flexible working applications, change in working hours, etc.

Ensure Establishment Change Notes are actioned, and relevant contractual and/or other documentation is prepared and issued as necessary.

Collate relevant information and prepare statements of employment particulars, ensuring accuracy of information, and issue to employees as required.

Ensure changes to staff records are processed and forwarded to payroll staff as required.

Advise employees regarding their conditions of service.

Advise managers regarding conditions of service, following discussions with Senior and/or HR staff, where appropriate.

Collate and provide management information to assist workforce planning, etc.

Check contractual end dates on a month-by-month basis and action as required.

General Duties

To develop and maintain effective working relationships with fellow team members, Employee Services colleagues in CBSS, colleagues within HR, and employees and managers within Services.

Work in partnership with the HR and Employment Services teams to ensure the development of workforce management and employee information, and statistics to support the Service in managing performance, and provide management and financial information as and when required.

Provide a high-quality customer focussed service to internal/external customers.

Provide consistent advice with regards to recruitment, pay and conditions of service, and transactional HR matters, seeking advice from appropriate officers as required.

Process queries from external bodies in an efficient and effective manner.

Upon request, issue Council information, etc, to employees via payslips.

Undertake photocopying, filing and other general duties.

Participate in the wider section activities as required, e.g. central absence reporting.

Produce Business Objects / MIS reports.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Employee Services Administrator (Staffing, Recruitment or Payroll)

DIVISION/DEPARTMENT SECTION: Corporate Services - Human Resources and Business Support

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Minimum 3 National 4s (or equivalent), including English and Mathematics. Or Significant relevant work experience.	SVQ level 3, HNC, or equivalent, in Business Admin or a relevant subject. Payroll/HR Administrative qualification.	Check certificates at interview/Application Form.
RELEVANT WORK/OTHER EXPERIENCE	Clerical/administrative experience. Ability to work to tight timescales. Accomplished numeracy skills Accurate record keeping.	Payroll experience Staffing experience	Application Form/References/ Interview
PARTICULAR SKILLS/ABILITIES	Ability to work as part of a multi-functional team. Proven written and oral communication skills. Ability to work with minimum supervision. Working knowledge of Microsoft Office, incl Word and Excel	Good organisational skills	Application Form/References/ Interview
PERSONAL QUALITIES	Flexible approach to sharing duties Ability to multitask Adaptable to change	Ability to find creative solutions to problems.	Application Form/References/ Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willingness to undertake continual professional development related to the duties of the post.		