



## **JOB DESCRIPTION**

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|----------------------|------------------------|
| <b>JOB TITLE:</b>    | Data Payroll Assistant |
| <b>Location:</b>     | Aberdeen City Campus   |
| <b>Salary:</b>       | Grade 5                |
| <b>Line Manager:</b> | Head of HR             |

## **Main Function:**

The Data and Payroll Assistant will maintain and monitor employee information across HR and payroll systems, ensuring that workforce data is accurate, complete, consistent and auditable. The postholder will produce scheduled and ad-hoc workforce reports, identify trends and anomalies, and present information in accessible formats for managers, People Services colleagues and senior leaders.

The postholder will also provide operational support and cover across the Payroll and HR Assistant teams during periods of absence, peak workload and other service pressures. This will include processing employee and payroll changes, preparing employment documentation, maintaining employee records and responding to routine enquiries.

Working closely with the Senior HR Business Partners, Payroll Officer, HR Assistants, Finance and other stakeholders, the postholder will contribute to the continuous improvement of workforce reporting, HR and payroll systems, data quality and transactional processes.

## **Main Duties – Generic**

1. To provide accurate and timely support to the College in the area(s) of responsibility, ensuring high levels of professional conduct at all times.
2. To ensure that relevant statutory provisions relating to health and safety, safeguarding and equality and diversity are adhered to.
3. To support effective quality assurance and quality improvement arrangements in the area of responsibility and constantly seek to identify and adopt best practice approaches.
4. To create and sustain effective relationships with internal and external customers and other stakeholders and partners and to contribute to a positive and regional team ethos across all College centres.
5. To participate in the College's staff appraisal/performance management scheme and professional development arrangements.
6. To comply with the College Data Protection Policy when handling personal data in the course of employment, including personal data relating to any employee, worker, contractor, student, customer, client, supplier or agent of the College.
7. To comply with the College's IT Security Policy, Acceptable Use Policy and other relevant data policies and procedures including the Data Retention/Destruction Procedure.

## **Main Duties – Specific**

## **Workforce Data and Reporting**

1. Produce regular and ad-hoc workforce reports and management information.
2. Produce and maintain reports covering headcount, FTE, absence, turnover, recruitment, equality, workforce demographics, contractual information and payroll trends.
3. Collate, validate and analyse workforce data, identifying trends, variances and areas requiring further investigation.
4. Present workforce information clearly through reports, charts and dashboards.
5. Support statutory returns, benchmarking, workforce planning and organisational reviews.
6. Maintain reporting schedules, definitions and data sources to ensure consistent and reliable information.
7. Support the development of dashboards and self-service reporting, including Power BI where appropriate.
8. Identify opportunities to improve workforce reporting, data quality and HR and payroll processes.

## **Data Quality & Systems**

1. Maintain accurate and complete employee information across HR and payroll systems.
2. Undertake regular data checks and reconciliations, identifying and correcting errors or inconsistencies.
3. Support the development of data-quality controls and consistent workforce-data standards.
4. Assist with HR and payroll system testing, upgrades and developments.
5. Maintain appropriate reporting and system documentation.
6. Ensure workforce data is processed, stored and shared securely and in accordance with data protection requirements.

## **Payroll and HR Operational Support**

1. Provide flexible operational support and cover across the Payroll and HR Assistant teams during periods of absence, peak workload and other service pressures.

2. Process employee and payroll transactions, including starters, leavers, contractual changes, salary adjustments, absences (including statutory payments), and other authorised payroll-related transactions.
3. Maintain payroll compliance with HMRC, pension providers and employment legislation requirements.
4. Prepare contracts, variation letters and other routine employee documentation.
5. Maintain accurate employee records and ensure HR and payroll systems are updated within required timescales.
6. Check information for accuracy, completeness and appropriate authorisation, resolving discrepancies where appropriate.
7. Assist with payroll checking, reconciliations and routine payroll queries, escalating complex matters to the Payroll Officer or Senior HR Business Partner.
8. Support recruitment, onboarding and other employee lifecycle administration as required.
9. Respond to routine employee and manager enquiries, referring more complex HR or payroll matters to the appropriate colleague.
10. Maintain sufficient knowledge of HR and payroll processes, systems and deadlines to provide effective cross-team cover.

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of them and which form part of the function of the post

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## PERSON SPECIFICATION

|                            | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Desirable                                                                                                                                                                                             |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications / Knowledge | <ol style="list-style-type: none"> <li>1. Relevant qualification at SCQF Level 6 or above, or equivalent relevant experience.</li> <li>2. Understanding of data quality, confidentiality and data protection.</li> <li>3. Understanding of workforce information and common measures such as headcount, FTE, absence and turnover.</li> <li>4. Awareness of employee lifecycle and payroll processes.</li> <li>5. Evidence of continuing professional development.</li> </ol>                                                                | <ol style="list-style-type: none"> <li>1. Relevant data or payroll qualification.</li> <li>2. Knowledge of payroll requirements including PAYE, National Insurance and statutory payments.</li> </ol> |
| Experience                 | <ol style="list-style-type: none"> <li>1. Experience of producing reports or management information from HR, payroll or comparable systems.</li> <li>2. Experience of working accurately with detailed and confidential data.</li> <li>3. Experience of data checking, reconciliation and identifying discrepancies.</li> <li>4. Administrative experience within HR, payroll, finance or a similar service.</li> <li>5. Experience of working to deadlines and managing competing priorities.</li> </ol>                                    | <ol style="list-style-type: none"> <li>1. Experience of HR or payroll administration.</li> <li>2. Experience of Power BI or similar reporting tools.</li> </ol>                                       |
| Skills                     | <ol style="list-style-type: none"> <li>1. Strong numerical and analytical skills.</li> <li>2. Excellent accuracy and attention to detail.</li> <li>3. Strong Microsoft Excel skills and ability to work confidently with data.</li> <li>4. Ability to identify and investigate errors and inconsistencies.</li> <li>5. Ability to interpret information and present it clearly to different audiences.</li> <li>6. Good written and verbal communication skills.</li> <li>7. Ability to prioritise work and meet fixed deadlines.</li> </ol> |                                                                                                                                                                                                       |

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|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                    | <ul style="list-style-type: none"> <li>8. Ability to learn and use HR, payroll and reporting systems effectively.</li> <li>9. Ability to work independently while contributing flexibly across the wider team.</li> </ul>                                                                                                                                                                                                                   |  |
| Personal Qualities | <ul style="list-style-type: none"> <li>1. Methodical, organised and reliable.</li> <li>2. Customer focused and professional.</li> <li>3. Discreet when handling confidential information.</li> <li>4. Collaborative and flexible across team boundaries.</li> <li>5. Curious and willing to investigate discrepancies and improve processes.</li> <li>6. Committed to equality, diversity, inclusion and continuous improvement.</li> </ul> |  |

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