



Coventry City Council

Job Description

Job Title:	Payroll Lead	Job Number:	
Service Group:	People & Culture	Post Number:	
Team:	Payroll, Pensions, Employee Benefit & HR Contract Administration Service	Grade:	6
Location:	10 ^h Floor Friargate		

Job Purpose:

To provide a high quality professional Payroll, Pension HR Contract Administration Service for the Council and external customers in accordance with prevailing legislation, policies & procedures ensuring that deadlines are met and accuracy maintained in order to deliver a quality service.

Main Duties and Responsibilities:

1. Manage the work of a Payroll team, assist with the setting of priorities and monitoring and applying standards of performance, including input to the development of the Operational Plan.
2. Responsible for the, training & development of the payroll team the allocation & monitoring of Work.
3. Ensure the provision of a Quality Service by the development implementation and monitoring of a Quality Management System for all processes and procedures ensuring the continuous improvement of the service.
4. Ensure the activities of the team are undertaken in accordance with statutory rules and regulations employment legislation, Council policies and procedures and HR performance objectives. This includes keeping up to date with statutory regulatory and policy developments.
5. Research and be aware of what is new in Payroll & Pensions, City Council policies, procedures and Employment Legislation as it affects pay and conditions, payroll processing and the production of management information. Keep up to date and develop and disseminate best practice, including providing training and guidance to team members and managers.
6. Participate in reviews of Council policies and procedures where there are Payroll/Pension implications.
7. Undertake the necessary checks and control duties to ensure the accurate provision of payroll, pensions and HR administration services.

8. Answer personal, telephone and written enquiries from employees, departments and statutory bodies as appropriate meeting prescribed performance measures.
 9. Implement, monitor and evaluate changes to processes and ways of working in respect of Payroll/Pensions processes.
 10. Authorise payments to employees and calculate and process pay adjustments.
 11. Ensure effective relationships and communication with colleagues in the HR Service, Managers, Schools & external customers consulting them on improvements to the service.
 12. Work in co-operation with the Management Information Team to ensure accurate data input and record keeping in order to facilitate the collection of management information and statistical data.
 13. Ensure a high standard of customer care and confidentiality at all times.
 14. Participate in project work in respect of Payroll & Pensions.
 15. Provide support, as necessary, to partner organisations.
 16. Deputise for the Payroll Team Managers
 18. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Apprentices Payroll & HR Assistants & trainees

Responsible to: Payroll Team Manger (external/Council/Schools)

Date Reviewed: Nov 2020

Updated: Nov 2020



Coventry City Council

Person Specification

Job Title:	Payroll Team Leader	Job Number:	
Service Group:	People	Post Number:	
Team:	HR Payroll & Pensions Service Centre	Grade:	6
Location:	4 th Floor Friargate		

Area	Description
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Knowledge:	An up to date knowledge of payroll provision including the legal requirements, statutory regulations, and HMRC requirements that apply to payroll.
	An up to date knowledge in pension provision including the legal requirements, statutory regulations, and HMRC requirements that apply to pensions.
	Knowledge of computerised systems in respect of HR, payroll and pensions

Skills and Abilities:	Evidence of highly developed people management skills in relation to the motivation, leadership and development of employees
	Able to review processes improve efficiency and ensure quality & value for money.
	Adaptability and flexibility to deal with many and varied tasks in relation to a changing culture and changing requirement of the HR function.
	Able to work under pressure and balance conflicting workloads and priorities, make effective decisions and delegate as appropriate.
	An innovative approach to problem solving
	Highly developed communication skills both written and verbal and to be able to analyse complex issues simply and communicate the key points effectively.
	Able to contribute to HR policies, strategies practices and procedures
	Able to work effectively with people at all levels both internally and externally.
	Liaise effectively and respond sensitively to customer demands and expectations and able to develop effective and productive working relationships with external partners.
	Able to work co-operatively within a team

Experience:	Of working in a Payroll and Pensions environment.
	Of leading a team including motivation, development, recruitment, training of individuals
	Of ensuring equality in the work place
	Experience of IT systems and a HR & Payroll system.



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Educational:	Evidence of continuing professional development
	CIPP qualified or equivalent or extensive relevant experience

Special Requirements:	Able to work flexibly with occasional work in the evenings or at weekends.
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Date Reviewed:

Updated: