

Job Description

Job title	People and Payroll Officer
Reports to	People and OD Manager
Location	Cardiff
Direct reports	N/A
Payband	Band 2
Security Level	BPSS

Job description
Job Purpose
<ul style="list-style-type: none"> You will support the HR team across a range of typical HR and payroll areas such as recruitment, learning and development, management information, policy review, payroll processing and HR systems support. The postholder will play a key role in providing an effective and efficient administrative service ensuring a high level of service to all service users, while ensuring that the delivery reflects the values and behaviours of the Audit Wales.
Main Duties
<ul style="list-style-type: none"> To provide a full range of HR payroll transactional and administrative support to the immediate team and the wider staff of Audit Wales. To ensure that all matters of employee administration e.g. staff changes, leavers, requests for special leave are dealt with in accordance with agreed policies and to the required deadlines. To provide information and data extracted from the HR system, supporting monthly, quarterly and annual reporting as well as ad hoc requests for information and FoI and subject access requests. You will proactively contribute to the improvement of processes and continually review and monitor process efficiency to ensure a timely and effective service. To undertake duties associated with payroll including more complex issues such calculations of salary, salary sacrifice arrangements, pension and staff queries. You will provide administrative support in relation to our security and vetting processes. You will provide professional initial advice and guidance to our employees and managers on a range of HR issues, such as sickness absence, underperformance, discipline, grievance, dignity at work etc; and take a hands-on role in supporting Line Managers with routine case work with a focus on sickness health issues. To support the HR systems maintenance arrangements, assisting with upgrades, testing and staff communications You will use our document management and HR systems to ensure staff information is accurate, up-to-date and recorded in line with our GDPR and retention policies. You will be required to attend meetings as a representative of HR across the Audit Wales offices in Cardiff, Penlleagaer and Abergele as required as well as providing notetaking support for HR Partners during investigations, grievances and disciplinaries.

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- Support the team in the development and delivery of learning sessions and activities to support and raise colleague's knowledge and understanding of HR Policies.
- Working alongside the People & OD Partners in facilitating routine recruitment practices and exit interviews

Key Results Areas

- Supporting managers on a variety operations and employee relations work and you would be expected to work closely with a range of internal and key stakeholders to support the deliver our People Strategy.
- Work must comply with Audit Wales operational requirements and be delivered to agreed standards, within agreed timescales while ensuring that the delivery reflects the values and behaviours of the Audit Wales.
- Demonstrate excellent organisational skills, and ability to prioritise workload, work flexibly and manage own time effectively to meet competing demands on your time to deliver HR workstreams.

General

Confidentiality and Information Security

The post holder must always be aware of the importance of maintaining confidentiality and security of information gained during their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018, UK GDPR and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

Equality

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) security level

Dignity at Work

General

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under Audit Wales Dignity at work policy.

Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

Person Specification

Requirement	Essential or Desirable
1. Qualifications	
1.1 Educated to at least GCSE Grade C in English and Maths (or equivalent), or substantial experience.	Essential
1.2 CIPD Level 3 or working towards HR qualification with aimed completion within 18 months of commencing in role.	Desirable
2. Skills and abilities	
2.1 Excellent organisational skills, and ability to prioritise workload, work flexibly and manage own and others' time effectively to meet agreed deadlines.	Essential
2.2 Excellent interpersonal and verbal communication skills and able to develop and maintain positive and professional working relationships with both Audit Wales staff and external contacts.	Essential
2.3 Good attention to detail and accuracy for proof reading correspondence and formatting reports containing complex or confidential information.	Essential
2.4 Able to communicate technical information and advice clearly and simply when advising staff on HR and payroll policies and procedures.	Essential
3. Experience	
3.1 IT literate with good Excel and Word skills.	Essential
3.2 An ability to process documentation whilst being able to plan, organise and complete objective and tasks accurately and in timely manner.	Essential
3.3 Numerate, with good analytical and problem-solving skills.	Essential
3.4 The Audit Wales team operate a HR management system, iTrent, it would therefore be desirable for the successful candidate to have experience of using HR systems including Payroll.	Desirable

3.5 Experience of undertaking administrative support for HR and payroll activities.	Essential
4. Personal attributes	
4.1 Use sound judgement and initiative to resolve any unexpected problems with the ability to deal sensitively and discreetly with confidential information.	Essential
4.2 Works independently as well as collaboratively with minimal supervision, providing an excellent level of customer service.	Essential
4.3 Able to prioritise and work under pressure and to tight deadlines	Essential
4.4 Ability to work effectively with minimal supervision and support colleagues within the wider team.	Essential
4.5 Ability to work effectively with employees and managers at all levels.	Essential
5. General	
5.1 Self-aware and a role model for Audit Wales values and behaviours.	Essential

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Listen to Welsh medium meetings, discussions and phone calls on simple matters, but contribute in English for more technical and complex matters.
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Read Welsh medium news articles, short reports and social media to develop knowledge in a field
Writing	Update documents and correspondence with Welsh dates and other generic terms	Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.