

A shared service role working for both organisations

Job Profile

Job Title: Human Resources Adviser (Transactional and Payroll Services)

Location: Dundee

Responsible to: Senior Human Resources Adviser

Principle Working Contacts

- Head of Human Resources
- Senior HR Advisers
- Head of Shared Services
- Finance staff - Accountants and Finance Assistants
- Executive Director of Corporate and Customer Services / Director of Finance and Resources
- Senior managers in the CI and SSSC
- CI and SSSC colleagues
- Scottish Government
- Trade union officials and representatives
- Third party service providers

Job Purpose

Manage day-to-day HR transactional and payroll processes for HR shared services for the Care Inspectorate (CI) and Scottish Social Services Council (SSSC). Coordinate timely and accurate updates to the online staff record and ensure workforce changes are recorded and actioned, taking ownership for the development of all associated processes and reporting.

Main duties and responsibilities

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- Manage the day-to-day operations of a team processing HR and Payroll changes for the Care Inspectorate and the SSSC.
- Ensure all data held within the HR and payroll system is accurate and inputted/updated in a timely manner, including new starts, contract changes and leavers.
- Monthly payroll checks ensuring payroll is compliant, accurate and ready for approval within relevant timelines.
- Ensure adherence to all internal and external policies as well as legislative requirements, specifically with regards to payroll and confidential staff data.
- Carry out regular audits to ensure the integrity of the HR and payroll data is maintained.
- Manage and develop the HR and payroll support service, ensuring a positive customer experience and that enquiries are dealt with within the agreed timelines.
- Champion the use of MyView, our online employee self-service portal, in areas such as onboarding, sickness reporting, staff expenses and annual leave, in our drive to remove paper-based processing.
- Develop procedures to ensure data processed within the HR and payroll system is correct
- Support the HR team to identify and improve the application of technology in HR and payroll.
- Work with the Senior HR Adviser on new HR and payroll initiatives and projects.
- Carry out your duties in accordance with our Health and Safety policies, procedures, guidance, practices and legislative requirements, taking reasonable care for your safety and that of others who may be affected by what you do or fail to do while at work.

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, the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.