

A shared service role working for both organisations

PERSON SPECIFICATION

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

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of managing, checking and tracking work allocation across a team. • Experience of working with payroll and HR management information (MI) systems. • Knowledge of key legislation, rules and regulations surrounding HR and Payroll. • Working knowledge of the Local Government Pension Scheme (LGPS). • Experience of HR and payroll policies and practices. • Experience of managing and leading a team. 	<ul style="list-style-type: none"> • Experience of using ResourceLink or another integrated HR/Payroll system. • Awareness of emerging thinking in payroll/HR MI Systems, and HR practice. • Experience of working in a 'paperless' environment. • Experience of delivering change within an office environment.
Education, Qualifications & Training	<ul style="list-style-type: none"> • Evidenced commitment to 	<ul style="list-style-type: none"> • Registered with the CIPD.

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	<ul style="list-style-type: none"> • continuous professional development. 	<ul style="list-style-type: none"> • A payroll qualification recognised by the Chartered Institute of Payroll Professionals (CIPP).
Skills & Knowledge	<ul style="list-style-type: none"> • Self-motivated with exceptional interpersonal and customer service skills. • Confidence in dealing with all levels of staff across an organisation. • Excellent attention to detail, with drive to achieve high levels of data accuracy. • Ability to use initiative to make improvements and to lead a small team. • Able to organise and prioritise workload and meet deadlines. • Working successfully with stakeholders to bring about change. • Advanced level of skill with Microsoft Excel and Microsoft 365. 	<ul style="list-style-type: none"> • Coaching, demonstration or training experience. • Actively involved in external working groups.



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Please note – these are key performance outcomes to be used to recruit into the role. Successful applicants will be assessed against all the performance indicators used in the Care Inspectorate LEAD programme once established in the role.