

Job Description

# **Job Title:**

HR and Payroll Administrator

# **Responsible To:**

HR & Payroll Team Leader

# **Responsible For:**

None

# **Grade:**

Grade 5, Spinal Column Point 14-19, £22,899 - £24,854

# **Hours:**

29 hours per week

# **Location:**

Lancashire Fire and Rescue Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH

# **Other terms and conditions:**

* National Joint Council for Local Government Services (Green Book)
* A Flexi Time Scheme is in operation (NJC Local Government employees)

# **Special Requirements**

* It is a requirement of the post that the post holder will be able to attend evening and weekend meetings/events as required.
* This role is subject to a Standard Check by the Disclosure and Barring Service.

# **Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

# **Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values ‘Strive’ reflects the behaviours we expect from our staff:

* Service: Making Lancashire safer is the most important thing we do.
* Trust: We trust the people we work with.
* Respect: We respect each other.
* Integrity: We do what we say we will do.
* Valued: We actively listen to others.
* Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

* Putting our communities first: we put the interest of the public, the community and service users first.
* Integrity: we act with integrity including being open, honest and consistent in everything we do.
* Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
* Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
* Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service’s and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan](https://www.lancsfirerescue.org.uk/about/publications/community-risk-management-plan-2022-2027).

# **Job Role**

The role of the HR & Payroll Administrator is to undertake administrative duties within the Human Resources Department. The job holder is responsible for providing Human Resources and Payroll administrative support in relation to a specific geographic area(s)/function(s).

# **Responsibilities**

* Operation of the Midland iTrent Payroll & Human Resources system on a daily basis. This includes:
  + Following prescribed processes relating to set up new starters, to exit leavers and to action transfers etc.
  + Accurately input, amend and check all data.
  + Ensure that basic pay, additional allowances/payroll elements and pension schemes have been applied and pro-rated accurately.
  + Responding to queries and taking appropriate action where necessary.
  + Interrogating and extracting information as and when required.
  + Re-setting user passwords as and when required.
* Liaison with payroll provider’s (Greater Manchester Combined Authority -GMCA) Payroll team as and when necessary, with regard to pay issues.
* Responsible for monitoring and the maintenance of sickness records, and dealing with all follow-up action including:
  + Appropriate timely notification to employees whose pay is reducing to half or no pay as a result of sickness absence.
  + Dealing with sick pay entitlements as per conditions of service.
  + Research and respond to pay queries relating to sick pay or SSP including the provision of statistics as and when necessary.
  + Provision of information relating to injury claims.
  + Liaising with the Department for Work & Pensions (DWP) and other bodies as appropriate.
  + Liaising with Occupational Health in relation to sickness absences and associated matters as directed.
* Obtaining information and responding to requests for information relating to loss of earnings for use in compensation claims, divorce hearings etc.
* Processing common law claims regarding accidents.
* Assisting the HR & Payroll Team Leader in the validation of the monthly payroll run by undertaking a series of audit checks relating to payroll deviances, and other checks as directed.
* Assisting the Human Resource Manager Pay, Pensions and Performance and the Pensions Advisor in respect of pension scheme issues, e.g. obtaining pension calculations as required from the pension administrators (Local Pensions Partnership Administration) and checking pension calculations.
* Assisting with the recruitment of all staff (whole-time, retained and support staff), including:
  + Utilising the on-line recruitment tool.
  + Liaising with Service Managers and HRBPs in relation to potential vacancies.
  + Assisting with the development of Job Descriptions and Employees Specifications in liaison with Service Managers and HRBPs.
  + Developing and updating structure charts.
  + Preparing adverts.
  + Administration of the recruitment and selection processes as prescribed, including tracking of applicants through the recruitment stages.
  + Preparing shortlisting and interview paperwork for panels.
  + Initiating and follow-up of reference checks.
  + Inviting candidates to interviews, selection tests and pre-employment medicals.
  + Acting as invigilator at recruitment tests as and when required.
  + Preparing offer letters and contracts for checking, including acting-up and promotion letters.
  + Assist in the provision of recruitment data.
* Equal Opportunities monitoring of all appointments and promotions.
* Administration of Disclosure and Barring System (DBS).
* Use Business Objects to run regular pre-set reports.
* Maintain sufficient stationery, office supplies and re-order using on-line purchasing system as and when necessary.
* Raise purchase orders through Oracle Fusion.
* Responsible for inputting alterations to the clocking machine for headquarters staff and respond to queries.
* Administer the probation and appraisal process via iTrent.
* Process transfers applications and maintain transfer list.
* Maintain staff employment records (electronic and manual) and arrange for the archiving of records where appropriate.
* Act as administrative lead in relation to HR & Payroll projects/processes. This could include, but not limited to, wholetime recruitment campaigns, on-call recruitment campaigns, itrent development etc.
* Assist the HR & Payroll Team Leader to develop and improve administrative and payroll processes to improve business efficiency.
* Production and maintenance of procedure notes covering all aspects of work carried out by the HR Operational Team.
* Provide cover for other members of staff during absences.
* Provide administrative assistance to other members of the Human Resources Department as directed.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with Lancashire Fire and Rescue Service Equality, Diversity, and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.

# **Employee Specification** Please note all criteria are essential unless otherwise stated.

# **Qualifications**

* 5 GCSE’s at Grade C or equivalent (including English and Maths).
* Educated to A Level or equivalent.

# **Experience**

* Some experience of working within administration, human resources or payroll.
* Experience of working as part of a team.

# **Knowledge, Skills, and Abilities**

* Ability to use Microsoft Office packages including Word, Excel and Outlook (or equivalent).
* A knowledge of payroll systems and processes.
* Good communication skills both written and verbal.
* Ability to produce work to a high level of accuracy.
* Ability to plan and organise own workload to meet deadlines.
* Ability to demonstrate a high level of confidentiality and professionalism.
* The ability to apply a knowledge of safeguarding (as appropriate to the role).
* The ability to apply knowledge of health and safety as it is applicable to the job role.
* A commitment to inclusion, equality, and diversity.

# **Special Requirements of the Post**

* It is a requirement of the post that the post holder will be able and be prepared to attend evening and weekend meetings/events as required.

# **Terms and Conditions**

# **Job Title:**

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# **Responsible To:**

HR and Payroll Team Leader

# **Grade:**

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# **Hours:**

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# **Location:**

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# **Car Parking:**

Free Car Parking Facilities are available at Lancashire Fire and Rescue Service Headquarters.

# **Pension:** Local Government Pension Scheme

# **Annual Leave Entitlement:**

The annual leave year for business support staff runs from 01 April to 31 March.

The scale of annual leave is as follows: -

Spinal column points 14-19

0-5 years: 26 days

5-9 years: 28 days

10 years and above: 29 days

Plus, bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at Lancashire Fire and Rescue Service Headquarters are also required to take some additional annual leave to facilitate the Christmas closure.

# **Other Terms and Conditions:**

* National Joint Council for Local Government Services.
* Lancashire Fire and Rescue Service operates a flexi-time scheme.

# **Car Categorisation**

None

# **Clearances:**

* Satisfactory references
* Occupational Health Assessment
* Standard Check by the Disclosure and Barring Service

It is unacceptance for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues.

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.