**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL**

**JOB PROFILE**

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| **DEPARTMENT: Corporate Resources** | **SERVICE GROUP: Human Resources** |
| **POST TITLE: Senior Payroll Manager** | **REPORTS TO: Head of Workforce and Payroll** |
| **GRADE: Special C (£58,010 - £61,811)** | **SAP POSITION NUMBER:** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

1. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

1. Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.

1. The Council is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Key Purpose of Post:** explain the main purpose of post i.e. why does it exist, what is its main focus. Information can be drawn from a relevant Job Description/Job Profile |
| This role will report to the Head of Workforce and Payroll and be responsible and accountable for the strategic direction, performance and professional delivery of Bradford Council’s Payroll and Pension Liaison Service (45 FTE, £1.56million staffing budget)  To lead the Payroll and Pension Liaison Team ensuring prompt, efficient and effective administration of the Council’s Payroll Service (circa £300million annually), delivering Payroll to Bradford Council employees (c7500 employees), External Organisations (c2000 employees) and through service level agreements to schools as a traded service (c11,000 employees).  Be responsible for delivering the strategic aims for the Payroll service and ensuring that processes and systems are integrated and streamlined with existing HR processes and procedures.  To develop and enhance the traded aspect of the Payroll Service in line with Bradford Council’s Traded Services commercialisation programme (income c£500,000).  Be an active member of the wider HR management team. |
| **Main Responsibilities of Post:** explain what needs to be done to do the job fully.  Describe the main duties in priority order, addressing the questions why the task is carried out? and what does it seek to achieve? Information can be drawn from a relevant Job Description / Job Profile |
| 1. Responsible to the Head of Workforce and Payroll, working within broad policy guidelines and objectives, with a high degree of discretion and delegated authority. The level of the post is such that the post holder is required to demonstrate strategic initiative, thinking and planning, high levels of political awareness, professional and managerial competence in carrying out the functions of the post. The post holder will deputise in the absence of the Head of Workforce and Payroll, accepting full responsibility and be a member of the broader HR Management Team 2. Be responsible for providing and delivering operational management, strategic direction and area expertise. Responsible for providing professional advice, support and guidance to all service users across the full range of payroll, pension and pay related conditions of service. 3. Manage highly complex, sensitive and confidential matters on a regular basis and liaise directly with top management, assistant directors, senior management, Trade Unions, senior Council officers, external agencies and elected members, providing information on finance and policy matters relating to the post holder’s area 4. Overall accountability for the priorities, performance and financial management of the Payroll & Pension Liaison team ensuring compliance with Council policy / procedure on performance management, attendance management and health and safety, this includes      * 1. Responsible for the effective management, control and timely input and output of payroll system data, in accordance with Council policy and / or procedure and legislation where appropriate.      * 1. Lead on the development, maintenance and implementation of the HR/Payroll solution to ensure adherence to statutory and contractual legislation, including those in relation to salary sacrifice schemes.   2. Responsible for the completion of all annual and monthly statutory information returns to the HMRC and various Pension Scheme’s (West Yorkshire pension Fund, Teachers Pensions, Peoples Pension and NHS Pensions).   3. Lead on the development the Payroll Service into a marketable and cost effective business model, so this can be offered more widely to external clients and increase income generation for Bradford Council.   4. Manage the continuous improvement and development of the Payroll service, leading the implementation of process improvements and ensuring working practices and procedures are maintained to the highest standard within the service. Ensure that appropriate planning and courses of action/delivery are put in place in order that Bradford Council can ensure on-going legal/legislative compliance.   5. Manage the development and implementation of strategies, systems, working practices and procedures and ensuring that all relevant legislation and/or policy changes are interpreted, communicated and implemented.   6. Oversee and be responsible for the monthly reconciliation of all general ledger and financial accounts to ensure appropriate financial accounting principles are followed and are in place.   7. Developing profitable strategic working relationships with neighbouring local authorities, to share best practice, learning and collaborative working.   8. Lead/be the principal decision maker in relation to appeals made through the Internal Dispute Resolution Resolution Process (IDRP) in relation to West Yorkshire Pension Fund.  1. Be the principal Business Relationship Manager for external client accounts (procuring and managing contracts in accordance with standing orders and financial regulations), liaising closely with other traded services within Bradford Council to ensure business development, marketing opportunities and service delivery alignment is maintained and developed. Responsible for developing and delivering a clear pricing structure for the service. 2. On behalf of the Payroll Service lead on the creation and maintenance of excellent communication channels across the HR Service and for effective liaison and dialogue with other colleagues, customers, service groups, Council departments, external partners or agencies and for liaising with external suppliers and negotiating and managing contracts as appropriate. 3. Develop an effective relationship with and delivery of IT services to the Payroll service, whilst managing the relationship with service IT software providers. 4. Lead the Payroll Service in ensuring that there is compliance with the Council's Employee Appraisal scheme for all staff in addition to appraising, reviewing performance and carrying out 121’s, with all direct reports, as prescribed by the scheme and /or Service requirement. Responsible for ensuring that training or any other appropriate method of support is provided, to all Payroll staff, to improve performance 5. Responsible for managing attendance at work including managing sickness absence by carrying out the Return to Work interviews and /or informal reviews and presenting appropriate cases to the Head of Service in the formal review process, in accordance with the Council’s Managing Attendance procedure. 6. Responsible for the recruitment and selection of all Payroll and Pension Liaison employees, in accordance with Council policy and assist, where necessary, in recruitment processes across the Service. 7. To support the Service Information Asset Owner (IAO) with the security of all information within the service. Contribute to a service wide anti fraud culture by ensuring that any suspicions of employee and/or citizen fraud are promptly referred to the Corporate Fraud Unit. 8. Responsible for ensuring that all government returns, including performance information, are accurate and submitted in accordance with agreed timescales 9. Lead organisational change and business re-engineering programmes for Payroll and Pension Liaison activities and assist service wide where necessary 10. Develop and prepare highly complex detailed reports and undertake complex statistical analysis as required, representing the Payroll Service at all levels of meetings within the organisation and with outside agencies/organisations to explain such reports. 11. To promote and develop the Council’s approach to Equalities in terms of employment, service delivery and access to services. |
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| **Structure:** | |
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| **Special Knowledge Requirement: Essential for shortlisting. Max 10** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column** | |
|  | **Essential** |
| Expert knowledge in all payroll matters | X |
| Carries out the working practices, procedures and basic operations across a specialist area(s) namely payroll and pension liaison | X |
| Uses knowledge, safety and environmental policies , procedures and regulations/ legislation), including risk, in own area and/or other areas of work |  |
| Uses a range of specialist ICT systems across own work area and or across other areas including SAP payroll | X |
| Contributes to the management of a budget , keeping costs within agreed levels for own section/team |  |
| Uses, interprets, analyses, communicates complex numerical information and relays it to customers and staff in writing and/or over the telephone / face to face. | X |
| Understands and uses robust and accurate financial control mechanisms | X |
| Ability to deliver presentations and/or information verbally to individuals and /or groups of people. |  |
| Able to carry out business processes review activities and identify and implement improvements | X |
| Understands and is able to operate in a competitive traded service environment | X |

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| **Relevant experience requirement: Essential for shortlisting** |
| Specific experience of management of a large payroll service within a multifunctional organisation, dealing with multiple payrolls and client types.  Experience of evaluating and assessing the performance of a service and subsequently putting in place a strategic and operational plan to ensure the development and enhanced performance of the service. |
| **Relevant professional qualifications requirement: Essential for shortlisting** |
| Level 5 |
| **Core Employee competencies at manager level to be used at the interview stage.** |
| **Carries Out Performance Management** – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard. |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. |

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| **Management Competencies: to be used at the interview stage.** |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. |
| **Delivering Successful Performance** Our managers monitor performance of services, teams |
| & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired time scales, make best use of resources and take a positive approach to contingency planning. |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. |
| **Working Conditions:** |
| Must be able to work as determined by contracted hours, work location and the needs of the service. This will include being flexible within the hours of 7am and 7pm to support business need.    May be required to attend meetings out of office hours as required.    Must be able to perform all duties and tasks with reasonable adjustment, where appropriate accordance with the Equality Act 2010 in relation to Disability Provisions. |
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| **Special Conditions:** |

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| **Compiled by: N Smith**    **Date: November 2024** | **Grade Assessment Date:**  **11.11.24** | **Post Grade: Special C** |
| **For HR use only** | **SAP Input Date** | **Name of Data Inputter** |