

## Job Description

### Post: Payroll and HR Systems Manager

#### Purpose

To challenge educational and social disadvantage in the north.

#### Duties and Responsibilities

- Undertake all aspects of line management responsibilities for any members of staff reporting to this position: including recruitment, onboarding, professional development, and absence management.
- Ensure effective communication channels are in place within the team and the wider Trust in relation to payroll and pension matters.
- Oversee all transactional activities related to payroll and pension services, ensuring quality and timeliness of transactional activities, including advice on policy, onboarding, and employee life cycle services.
- Lead the development and enhancement of payroll and pension system processes, in liaison with the Head of HR and Payroll, to provide an efficient and effective service to employees throughout the Trust.
- Develop and implement Trust-wide policy and procedures related to payroll and pensions, liaising with senior leaders, internal audit service, and other functions where appropriate.
- Support the day-to-day running of the people management systems (primarily iTrent alongside other supporting systems), providing system administration and user technical support to enable colleagues to use them and access associated data effectively.
- Carry out routine configuration changes and work with HR colleagues to ensure that changes in operational structures are efficiently and accurately updated and maintained on the HR integrated systems within agreed timescales, including set-up for new schools joining the Trust.
- Ensure up-to-date advice and guidance on new system developments are communicated effectively, as well as acting as the first point of contact for all system-related enquires.
- Audit data within the people management systems to identify data gaps and proactively liaise with academies to ensure they are resolved, as well as identifying any procedural gaps and/or opportunities for system development or solutions to improve data quality.
- Identify any people management system issues and triage these for escalation, liaising with third-party providers as appropriate and as directed by the Head of HR and Payroll.
- Work closely with the Head of HR and Payroll to create Business Objects reports and develop, test, and deploy people dashboards in Power BI (for example, turnover, absence, and payroll information).
- Support the production of external reports to comply with statutory and legislative requirements (Gender Pay Gap, SWFC etc.).
- Build and maintain an ongoing calendar of reporting requirements to ensure regular reports, including legislative returns, are produced accurately and by set deadlines.
- Liaise with reward and benefit providers to raise queries, ensure they represent value for money and are provided with correct data.
- Take a leading role in the project work across the HR and Payroll department, specifically to explore potential system improvements, testing of system configuration, and explore further opportunities for system development.
- Engage fully in the Trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the Trust's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the Trust calendar.
- Consistently implement all Trust policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Head of HR and Payroll.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***

