Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Payroll and Pensions Administrator</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>Financial Operations – Payroll Services Section</td>
<td>Location</td>
<td>Kings Meadow Campus</td>
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</tbody>
</table>

**Purpose of role**

Ensure the accurate, efficient and timely payment to all employees of the University, whilst ensuring that all payments are treated correctly for compliance and audit procedures.

<table>
<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td>1 Preparation and payment of permanent and temporary changes from source documentation and electronic data, including being responsible for the day-to-day administration of pension schemes and life insurance policies, following the procedures and processes, to ensure employees are paid accurately and on time.</td>
<td>20%</td>
</tr>
<tr>
<td>2 Input and verification of data to the HR/Payroll System, including New Starters, permanent changes, leavers and pension adjustments, ensuring that all information is complete and accurate as per legislation and differing Terms &amp; Conditions of employment.</td>
<td>10%</td>
</tr>
<tr>
<td>3 Monitor and control Sickness Absence against employee entitlements as per Terms &amp; Conditions of the university. This includes ensuring correct calculation of entitlements, payments, communication with employees and departments, and dealing with any queries that may arise.</td>
<td>10%</td>
</tr>
<tr>
<td>4 Responsible for processing of self-employed invoices, following the employment status process, ensuring the correct statutory treatment of the payment, record keeping to meet audit and reporting requirements and passing invoices for payment to the payment services team.</td>
<td>10%</td>
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<tr>
<td>5 Process all Statutory Payments (Sick Pay, Maternity Pay, etc.) and Judicial deductions (CSA, Attachment of Earnings Orders etc.), ensuring all data is correct, making any adjustments/corrections when necessary and updating the history to ensure correct ongoing payment as per the Statutory and contractual obligations of the university.</td>
<td>5%</td>
</tr>
<tr>
<td>6 Ensure that effective communication is maintained with all Schools, Departments and employees to ensure that a high standard of quality and customer service is embedded in all interactions.</td>
<td>5%</td>
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<tr>
<td>7 Processing queries from DSS, Inland Revenue and DWP as well as other external bodies, e.g. Solicitors, Pension providers, Courts and any other service providers, ensuring an accurate and professional response at all times.</td>
<td>5%</td>
</tr>
<tr>
<td>8</td>
<td>Administer all employee benefit schemes including Nursery and Childcare schemes and Bus and Train travel schemes by accurately recording deductions on employee’s records. To Process car parking permit payments, employee’s sports membership payments and all related administration such as contracts and invoicing as applicable.</td>
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<tr>
<td>9</td>
<td>Maintaining Pension input within the HR/Payroll system including USS investment builder options. Answer any pension queries from employees and third parties. CRSP and USS opt outs. Notification of leavers to CPAS MRC and NHS, Sending out USS membership certificates and auto enrolment letters</td>
</tr>
<tr>
<td>10</td>
<td>Processing of the China and Malaysia secondees payroll ensuring that UK generated payments are accurate and on time. Ensure that deadlines for submitting payment details to the oversees campuses are met.</td>
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<tr>
<td>11</td>
<td>Contribute to all areas of work within the Payroll and Pension section as required.</td>
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</table>

### Person specification

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Skills</strong></td>
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<tr>
<td>▪ Numerate and be able to work on own initiative or as part of a team</td>
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<tr>
<td>▪ As the main aspects of payroll processing are computer based, a high degree of computer usage and working knowledge is required. This would include an in depth working knowledge of the HR/Payroll System, as well as Microsoft Office, Excel and Word in particular</td>
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<tr>
<td>▪ Must have the ability to independently resolve internal and external queries and to provide and maintain a high level of customer service whilst working to deadlines</td>
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<tr>
<td>▪ Possess excellent communication skills at all levels</td>
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<td>▪ Ability to make decisions within set parameters</td>
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<tr>
<td>▪ Reliable and willing to learn new skills and procedures as required by changing University procedures and legislation</td>
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<tr>
<td><strong>Knowledge and experience</strong></td>
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<tr>
<td>▪ Previous relevant experience working in Payroll and/or Pensions</td>
<td>▪ In depth Payroll and/or Pension experience working in a large organisation</td>
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<tr>
<td>▪ Strong knowledge of all statutory payments and deductions and their respective rules and regulations</td>
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<tr>
<td>Experience of planning own work activities in response to differing needs of customer and deadlines</td>
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<td>-----------------------------------------------------------------------------------------------</td>
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<tr>
<td>Broad professional office experience</td>
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<table>
<thead>
<tr>
<th>Qualifications, certification and training (relevant to role)</th>
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<tbody>
<tr>
<td>GCSE minimum grade 4 (or equivalent) in English and Maths, or NVQ 2-3, or have significant experience in a relevant role</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and Behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership**
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking**
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride**
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive**
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

**Key relationships with others**

- **Line manager**
  - Payroll and Pensions Team Leader

- **Role holder**
  - Payroll and Pensions Administrator
    - Colleagues
    - Students