



Job Description

Job Title: HR and Payroll Advisor

Job Purpose: The HR and Payroll Advisor will be accountable for all human resources and payroll processing activity

Reporting to: Financial Controller / Operations Director
(and supported by an external HR Consultant)

Responsibilities:

Employee Records

- Create and maintain all employee HR records in manual and electronic form as required, ensuring full compliance with GDPR legislation;
- Create and maintain individual detailed job descriptions;
- Create and maintain agreed formal terms and conditions and contract of employment documents and all supporting template letters as required;

Payroll, Benefits and Expenses

- Manage the time and attendance software ensuring accurate transfer of working hours information to the payroll system;
- Set up formal procedures for pay rate changes and promotions ensuring timely and accurate paperwork is provided to employees and processed for payroll;
- Ensure the completion of monthly payroll including the administration of auto-enrolled pension contributions and associated communications;
- Develop and maintain an expenses management process with appropriate request, approval and payment guidance procedures;
- Book travel and accommodation for employees travelling on business (for example, for planned installations);
- Manage employee use of company vehicles, by maintaining vehicle logs and driving licence checks.

Employee Wellbeing, Communication and Engagement

- Promote a culture of employee communication and feedback by developing effective methods of communication such as staff surveys, briefings and newsletters;
- Encourage a culture of openness and inclusion where employees can fully contribute to the development of the company;
- Promote employee wellness and develop initiatives to ensure employees are supported in the work environment;
- Promote and manage employee recognition activities and events and functions.

Recruitment, onboarding and starter processes

- Coordinate all recruitment activity from the development of job descriptions and adverts, to managing the placement of adverts / engagement with recruitment agencies and to receive, monitor and acknowledge all applications in a timely fashion;
- Support the recruiting manager in running an effective and appropriate recruitment process;
- Manage the offer process, ensuring contractual paperwork is issued in a timely manner, handling all new starter queries;

- Support the line manager in developing induction plans to support the smooth integration of the new starter to the company.

Performance Management Processes

- Develop effective performance management procedures to support both employees and line managers;
- Develop an appraisal methodology suitable to the nature of the organisation and specific job roles. Set up a timetable of for appraisals and ensure they are undertaken frequently;
- Monitor sickness and absence recording. Develop a process for back to work interviews and to support employees to maintain optimum attendance at work;
- Monitor issues of under-performance through both informal and formal procedures, supporting line managers in developing effective performance management skills.

Compliance

- Continually monitor and ensure timely update of the employee handbook, supported by a suite of employment policies reflective of current employment legislation and best practice;
- Provide support to the Company Health and Safety Consultant to ensure compliance with relevant health and safety legislation and best practice, such as recording the issue and use of PPE and compliance with DSE regulations.

NB: As this is a new role, the job description is indicative and will inevitably develop over time.

Person Specification / Requirements:

Proven work experience as an HR and Payroll Advisor or similar role in a similar sized or larger organisation;

Competent administrator able to manage a varied workload with limited direct supervision;

Excellent organisational skills able to prioritise work between projects and routine;

Ability to set up and develop HR systems and procedures;

Confident communicator able to work closely with both employees and managers as well as directors/managing director;

Experience in processing payroll and pension contributions

Experience in using HR and payroll software and time and attendance systems.

Computer literate – MS Office Word, Excel and Powerpoint skills are vital;

Qualifications:

Minimum CIPD Level 5 – qualified or working towards, or qualified by experience;

A level standard of general education

GCSE Maths and English