

**JOB DESCRIPTION**

**JOB TITLE:** Payroll and Pensions Manager

**DIRECTORATE:** Corporate Services, People Management

Operational HR Services

**GRADE:** 10

**RESPONSIBLE TO:** Assistant Director of People Management

**RESPONSIBLE FOR:** Payroll and Pensions Teams Leaders x2

**A. Purpose**

1. To work in collaboration with the wider Service Management team, in providing professional Payroll and Pensions advice and support to the Council and external organisations; ensuring that payroll strategies, plans and operations are aligned to deliver the relevant organisation’s aims and priorities.
2. To work in partnership with the relevant organisation’s leaders, and managers providing strategic and operational advice and guidance on payroll and pensions related matters to ensure all statutory compliance in line with the needs, priorities and values of the organisation.

**B. Main duties and responsibilities**

1. To act as a strategic payroll and pensions lead partnering and supporting the organisation, directorates, services, external partners and customers in providing comprehensive and professional advice in the areas of payroll and pensions legislation, occupational pension schemes, practical application of terms and conditions and pay etc.
2. To provide professional advice on complex pay and pensions related issues (i.e. terms and conditions, pay and allowances, absences and entitlements, voluntary and statutory deductions, statutory payments, taxable benefits, pension legislation for different funds) advising managers on appropriate actions, to embed the organisations pay policy and compliance with all relevant legislation.
3. Plan and deliver a comprehensive, accurate and timely customer focused payroll and pensions service under service level agreement to Sunderland Care and Support, Together for Children, Tyne and Wear Fire and Rescue, maintained schools, voluntary aided schools, academies, multi-academy trusts, Pensioners payroll and any other external customers ensuring all statutory responsibilities are met based on their specific terms and conditions and occupational pension scheme.
4. Assessing, interpreting and advising on relevant regulations and legislation, contractual national and local terms and conditions including salary sacrifice schemes and best practice trends in relation to payroll and pensions considering the varying terms and conditions and occupational pension schemes of each customer and planning and implementing changes required to ensure compliance.
5. To act as strategic lead with the different occupational pension schemes to ensure statutory compliance.
6. To support the delivery of the Council’s transformation projects and people change initiatives that impact on pay and pensions, through the development of the initial concepts, planning, monitoring implementation and continuous development.
7. Support the internal and external audit of pay and pensions related matters for the Council and its partners and external organisations receiving a service including HMRC compliance audits.
8. To initiate the development and continuous improvement of business processes, in order to provide a professional, effective and efficient payroll and pensions service.
9. To prepare and deliver reports on payroll and pension related matters.
10. To support the development of the Payroll and Pensions team in providing payroll and pensions service and compliance with all relevant legislation.
11. Keep up to date with the latest payroll and pensions legislative changes.
12. To initiate the development and continuous improvement of business processes, in order to provide a professional, effective and efficient Payroll and Pensions service.
13. Maximise income generation by providing and promoting a cost-effective payroll and pensions service to a wide range of partners.
14. Ensure comprehensive and robust business continuity and disaster recovery plans are in place to ensure that

**C. Management Responsibilities**

1. The role is responsible for the line management of the 2 Payroll and Pensions Team Leaders.
2. To manage budgets and ensure that resources are deployed to best effect, provide value for money and are well monitored and controlled.

**D. Additional Information/Other Requirements**

1. Carry out duties with full regard to the Council’s Equalities policies, Code of Conduct and all other Council policies.
2. Comply with the Council’s Health and safety policy, rules, regulations and Health and safety legislation.
3. Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of Council records and information, and respect the privacy of personal information held by the Council; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Council's information security standards, and requirements for the management and handling of information; and use Council information only for authorised purposes.
4. The post holder will be required on occasion to travel within the City/region as appropriate to undertake the role.