

**Person Specification**

**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

|  |  |
| --- | --- |
| **Essential Requirements**  | **Assessment method** |
| **Qualifications and Experience:*** Qualified to degree level or equivalent.
* Chartered Member of the CIPP (Charted Institute of Payroll and Pension Professionals) or equivalent experience
* Significant experience and a successful track record of providing a Payroll and Pensions service.
* Significant experience and successful experience providing advice on complex payroll and pensions related matters to leaders and managers of a local authority.
* Experience in developing and delivering system developments.
 | Application Form/Interview |
| **Skills and knowledge*** In depth knowledge and understanding all payroll related legislation with particular focus on local authority and school terms and conditions of employment, and their impact on employees pay.
* In depth knowledge and understanding all pensions related legislation with particular focus on Local Government Pension Scheme Regulations, The Techers’ Pension Scheme, NEST (National Employment Savings Trust) and NHS Pension Scheme.
* Excellent communication skills. The ability to effectively listen, communicate verbally, and produce clear and concise written documents.
* Ability to exercise sound judgement in decision making
* High level analytical skills with the ability to proactively solve

problems and seek solutions to complex situations* Ability to influence and persuade others
* Ability to work at both a strategic and operational level
* Ability to collaborate, build effective teams and relationships and to lead and manage a team
* Evidence of a clear understanding of the workings of local government and the legal, financial and political context of public sector management
* Ability to manage budgets
 | Application Form / Psychometric Assessment/Interview |
| **Job Related** * Ability to meet the travel requirements of the post
* IT Skills
* Commitment to equality of opportunity
 | Application Form / Interview |