

**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

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| **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 |