



Stockton-on-Tees
BOROUGH COUNCIL



Shared Services
Delivering Excellence for All

Job Description

Directorate: Xentrall Shared Service		Service Area: Transactional HR - Payroll	
JOB TITLE: Apprentice Payroll Assistant			
GRADE: National Minimum Wage for Age			
REPORTING TO: Payroll & Pensions Manager			
APPRENTICESHIP QUALIFICATION: Business Administrator – Level 3			
Duration: 18 months			
1.	JOB SUMMARY: To assist the Payroll Team in a range of duties covering payroll, pension and absence activities to ensure employees are paid – that the payroll is delivered accurately and on time. The role involves working to strict deadlines and managing priorities to ensure payroll deadlines are met. To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To gather, create and process payroll information including new starters, leavers and variations and timesheets	
	2.	Administration of pay-related documentation and payroll to external bodies	
	3.	To manage the payroll mailbox and dedicated payroll helpline	
	4.	Process pension information to pension schemes	
	5.	Assist with the preparation of payroll to balance and reconcile payroll	
	6.	Processing incoming tax codes from HMRC	
	7.	To be responsible for running payroll reports	
	8.	Assist managers in payroll calculations	
	9.	Checking of payroll data	
	10.	Process of parental leave, including maternity, paternity, shared parental leave etc.,	
	11.	To provide a high level of customer service to all customers	
3.	GENERAL		

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture, supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Ann Robinson	Ann Robinson	24.4.2023
Job Description agreed by: (Post holder)

Job Description dated May 2023



PERSON SPECIFICATION



Job Title/Grade	Apprentice Payroll Assistant	National Minimum Wage for Age
Directorate / Service Area	Xentrall Shared Services	Transactional HR / Payroll

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Level 2 English Language & Maths qualifications - GCSE at Grade C / 4 or above or equivalent Level 2 Functional Skills (Predicted Grade or Obtained)</p> <p>PLEASE NOTE: You must not hold a Level 3 Business Administration qualification</p>		Certificates & Application form
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative		Application / Interview
Knowledge & Skills	<p>Communication skills - listening, spoken and written.</p> <p>ICT Skills – Microsoft Work & Excel</p> <p>Attention to detail</p>		

	<p>Ability to understand and apply guidance, regulations and written instructions.</p> <p>Ability to work independently, using initiative</p> <p>Be articulate and able to converse confidently in a pleasant and professional manner.</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Committed to own personal development</p>		Application / Interview
Other requirements	<p>Flexibility - Ability to work any day of the week including weekends as required</p>	<p>Ability for independent transportation to meet requirements of role</p>	

Person Specification dated

May 2023

 Stockton-on-Tees BOROUGH COUNCIL		 Xentrall Shared Services Delivering Excellence for All	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Xentrall Shared Services		SERVICE AREA: Transaction HR / Payroll	
JOB TITLE: Apprentice Payroll Assistant			
JOB LOCATION / BUILDING: Bayheath House			
REPORTING TO: Payroll & Pensions Manager			

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		N
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		N
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		N

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		N
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		N
Known Risk	Yes	No

<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		N
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		N
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>		N
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		N

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		N
<p>Food Handlers: Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		N
<p>Night Workers: Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		N
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>	Y	
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE)</p> <p><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	Y	
<p>Any Other: Please identify any other known risks associated with this job role.</p>		N

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:

Date: