

# Job Description



Job	<b>HR and Payroll Manager –</b> <b>12-month maternity cover</b> <b>Start date: December 2021</b>
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## Role Summary

Provide full end to end employment support to over 100 employees across the group's rapidly growing businesses. Advise and support managers with any employment issues. Reporting to the Managing Director and Senior HR Advisor, you should be professional, confidential, confident, and work well under pressure. You need to be commercially astute working in a very busy office environment with lots of demands and pressures.

## Key Accountabilities

- Process full in-house payroll for over 100 employees in the most accurate and thorough manner including HMRC RTI submissions and distribution of payslips
- Manage and submit all companies pensions contributions
- Respond to any employee queries professionally and efficiently in a timely manner
- Collate, check, and process weekly timesheets from site staff ensuring relevant job costing to departments
- Post all payroll onto the companies accounting software systems
- Oversee the recruitment for personnel within the business. Administer the advertisements, follow the company process for applications, consideration, issuing to department managers, and ensuring professional communication with applicants at all times.
- Provide end to end administration services for all employment matters; including but not limited to:
  - ✓ Issue of offer letters following instruction from a Director
  - ✓ New starter packs including contract issue and full induction process
  - ✓ Writing and issuing job descriptions and roles and responsibilities
  - ✓ Amendments to contracts which may include salary amendments or working hours
  - ✓ Supporting employees through changes in circumstances which may include sick leave, long term absences or changes in role with full legal and HR procedures followed
  - ✓ Attendance monitoring
  - ✓ Performance management plans in collaboration with their line manager
  - ✓ Holiday entitlements calculations and thorough tracking throughout the year
  - ✓ Leaver process; acceptance of resignation and P45 issue
  - ✓ Annual P11D's and P60 issue
- Ensure that any grievances raised by an employee is noted and filed and passed to the Managing Director and Senior HR Advisor for direction.
- Maintain effective office systems and processes for each department, including GDPR and data management
- Ensure all employees have relevant training requirements to fulfil their role, keep all training matrixes up to date and organise any relevant training for employees. This may be construction ticket renewals, H&S or First Aid Courses or Management Training. Keep up to date with current legislation and any new courses which may be of interest to employees.
- Manage the company's apprenticeship programme, regularly checking in with apprentices, supporting them through their college work and liaising with the college and CITB to ensure the right funding has been claimed
- Working with management team to ensure the effective annual roll out of the PDR process and acting as a role model for the behaviour framework always ensuring that and in all interactions, you lead by example
- Drive continuous improvement of head office infrastructure and services
- Analyse current office supply and use of; office supplies, mobile phones, PPE, HSQE 1st Aiders and Marshalls, Utilities, and Office Maintenance
- Ensure you are ahead of legislative changes which impact on the business to minimise the risk to the business and our colleagues

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## Enablers to the Role

- Good working knowledge of Sage Payroll, Microsoft Office, and other professional systems
- Professional, trustworthy, and highly confidential
- Set a good example of business etiquette across the business
- Previous experience processing payroll and pensions contributions
- Ability to prioritise multiple requests and requirements whilst meeting deadlines.
- Excellent communication and negotiation skills
- Experience in team and office management
- Excellent planning and organisation skills.
- Commercially astute
- Excellent stakeholder management skills
- Committed to quality, learning and continuous improvement

## Further Notes

- Role is fully supported by an external HR Advisor as well as internally by the Managing Director and Head of Finance
- Start date: December 2021
- 12-month fixed term contract
- Salary – up to £32,500 depending on experience
- Application deadline: Tuesday 23<sup>rd</sup> November 2021