

ROLE ADVERT

ROLE TITLE: Payroll Support Officer

37 Hours Per Week

POST ID: EMP09PAY

GRADE: BAND D SCP 17 – SCP 21 £17,547 - £19,939

HOURS: As identified above.

LOCATION: @Innovation House, Magor which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are not necessary.

PURPOSE OF POST:

- To assist with the production and maintenance of the Authorities Payrolls using Resourcelink Computerised payroll system, to ensure that people are paid accurately and on time.
- To work with and provide administration support in the areas of Payroll, HR, Training, Health & Wellbeing, enabling the People Services function to provide an efficient and effective service.
- To operate and maintain efficient systems, ensuring that we comply within legislation and demonstrate best practice.
- To assist with queries from employees, managers and outside agencies.

Should you require any further information regarding this post, please contact: Felicity Baker, Payroll Team Lead Tel: 01633 644952

Closing Date: 12 noon on 7th April 2017

Please Note that we are not able to accept CV's

Previous applicants need not apply

Application forms can be completed online or down loaded via:

www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-

People Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

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RESPONSIBLE TO: Payroll Team Lead

WELSH LANGUAGE ASSESSMENT:
Welsh language skills are not necessary.

Previous Applicants need not apply

People Services – Payroll & Support Team.....Who are we?

Our Purpose:-

We are the team that ensures that our people get paid by providing an effective and efficient payroll service. We provide administration support to managers in relation to HR processes such as; Recruitment, Safeguarding Checks and Contracts of Employment. We also provide admin support to Health & Safety, Occupational Health and Training functions. Our aim is to support Monmouthshire to keep working smoothly and efficiently. Our team sits alongside and is required to interact with the other functions within People Services i.e. HR; Organisational Development and Talent.

The Purpose of this Role:-

- To assist with the production and maintenance of the Authorities Payrolls using Resourcelink Computerised payroll system, to ensure that people are paid accurately and on time.
- To work with and provide administration support in the areas of HR, Training, Health & Wellbeing, enabling the People Services function to provide an efficient and effective service.
- To operate and maintain efficient systems, ensuring that we comply within legislation and demonstrate best practice.
- To assist with queries from employees, managers and outside agencies.

Expectation and Outcomes of this Role:-

You will work as an integral part of the Payroll and Support Team working flexibly and fluidly as necessary to ensure that systems are efficient and effective and the data is accurate.

You will be expected to:-

- Assist with the input of payroll information and payroll pre-run checking as directed by senior staff

- Undertake manual calculations in respect of Emergency and Overpayments
- Provide business admin support to the People Services Team, working flexibly across all functions of HR, Training, Health & Wellbeing and Payroll as necessary.
- To operate all paper and I.T. systems with accuracy and efficiency.
- Undertake accurate data input and retrieval in any of the teams systems.
- To provide friendly and efficient first point of contact for the whole team, filtering and dealing with all queries and using judgement to pass on those that require a higher level of professional input.
- Identify problems in systems, suggest solutions and be a part of achieving positive outcomes.
- Manage information systems effectively and accurately in order to store and retrieve information according to retention guidelines.
- Have an understanding of the Council's policies and procedures, and be able to provide advice and guidance in response to general queries by colleagues throughout all levels of the organisation.
- Ensure that tasks are completed accurately and timely in line with established policies and procedures.
- To provide guidance training to colleagues at all levels of the the organisation on how to use systems, forms and procedures.
- To receive queries with an approach that puts customers first and aim to deal with the query using a 'one person one stop' systems approach.
- Be capable of maintaining ownership of issues until satisfactorily resolved.
- Live & role-model our organisational values & culture.
- Embrace change – and champion the needs of Future Monmouthshire.
- Support whole system approaches across the organisation.
- To be a team player and be able to achieve tasks that need to be completed when faced with conflicting priorities.

Here's what we can provide you with:-

- The freedom and support to be inquisitive, challenge the way we do things learn and grow.
- The opportunity to be involved on a diverse team, which can provide a variety of experience and knowledge.
- Supportive colleagues who are proven achievers.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated that you:-

1. Have knowledge of payroll procedures and relevant current legislation
2. Have the ability to undertake manual payroll calculations
3. Ability to effectively and efficiently operate within an electronic environment where I.T. literacy forms part of daily operations (For example Email, Microsoft Office, Northgate Resource Link, Image Now).
4. The ability to operate in a confidential environment and will use good judgment and common sense to keep sensitive information safe.
5. Have previous experience of working in a similar environment and have an understanding of policies and procedures (HR, Payroll, Training and Health & Wellbeing)
6. Can work effectively with all colleagues across the organisation.
7. Can LISTEN and communicate with everyone you come into contact with, whether it is face to face or using any other media.
8. Can use your own initiative, work independently and take responsibility for own work.
9. Have a willingness to learn, grow and be flexible in your work.
10. Can take ownership of successes and failures and learn from experiences.
11. Can work accurately and with attention to detail when providing information to external sources.
12. Are literate and numerate, with effective financial skills.
13. Can multitask, prioritise and work under pressure of strict deadlines.
14. Are a team player, sharing knowledge & experience with your colleagues.
15. Can challenge the way we do things, constantly looking for a better way.
16. Exemplary customer care skills that support the ethos of wanting to get it right for our customers.
17. The ability to ensure compliance with the Equality Act.
18. The ability to ensure compliance with the Health, Safety and Wellbeing practices.

Should you require any further information regarding this post, please contact: Felicity Baker – Payroll Team Lead Tel: 01633 64 4952

Closing Date: 12 Noon on Friday 7th April 2017

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PROFFIL Y RÔL

TEITL Y RÔL: Swyddog Cymorth y Gyflogres
37 Awr yr Wythnos

RHIF ADNABOD Y SWYDD: EMP09PAY

GRADD: BAND D SCP 17 – SCP 21 £17,547 - £19,939

ORIAU: Fel sydd wedi ei nodi uchod.

LLEOLIAD: @Innovation House, Magor sydd o bosib yn medru newid yn y dyfodol os yw lleoliad y gwasanaeth angen ei adleoli. Ni fydd treuliau adleoli neu anghyfleustra yn mynd i gael eu talu os yw hyn yn digwydd.

YN ATEBOL I: Arweinydd Tîm y Gyflogres

ASESIAD Y GYMRAEG:
Sgiliau yn y Gymraeg heb fod yn angenrheidiol.

Ni fydd ceisiadau blaenorol yn cael eu derbyn

Gwasanaethau Pobl - Tîm Cyflogres a ChymorthPwy ydym ni?

Ein Diben:-

Ni yw'r tîm sydd yn sicrhau bod ein pobl yn cael eu talu drwy ddarparu gwasanaeth cyflogres effeithiol ac effeithlon. Rydym yn darparu cymorth gweinyddol i reolwyr o ran prosesau Adnoddau Dynol megis: Recriwtio; Gwiriadau Diogelu a Chytundebau Cyflogaeth. Rydym hefyd yn darparu cymorth gweinyddol i'r swyddogaethau lechyd a Diogelwch, lechyd Galwedigaethol a Hyfforddiant. Ein nod yw helpu Sir Fynwy i ymgymryd â'i waith yn effeithiol ac effeithlon. Mae ein tîm wedi'i gydaleoli ac angen rhyngweithio gyda swyddogaethau eraill o fewn Gwasanaethau Pobl h.y. Adnoddau Dynol, Datblygu Sefydliadol a Thalent.

Pwrpas y Rôl hon:-

- Cynorthwyo yn y broses o greu a chynnal system Cyflogres yr Awdurdoddr gan ddefnyddio'r system gyfrifiadurol Resourcelink er mwyn sicrhau bod pobl yn cael eu talu'n gywir ac yn brydlon.
- Gweithio gyda darparu cymorth gweinyddol ym meysydd Adnoddau Dynol, Hyfforddiant, lechyd a Lles, gan ganiatáu'r swyddogaeth Gwasanaethau Pobl i ddarparu gwasanaeth effeithiol ac effeithlon.
- Gweithredu a chynnal systemau effeithiol, gan sicrhau ein bod yn cydymffurfio gyda deddfwriaeth ac yn arddangos arferion gorau.
- Cynorthwyo gydag ymholiadau gan weithwyr, rheolwyr ac asiantaethau allanol.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Byddwch yn gweithio fel rhan hanfodol o'r Tîm Cyflogres a Chymorth gan weithio'n hyblyg fel sydd angen er mwyn sicrhau bod systemau yn effeithiol ac yn effeithlon a bod y data yn gywir.

Bydd disgwyl i chi:-

- Cynorthwyo i fewnbynnu'r wybodaeth gyflogres a gwirio'r wybodaeth cyn prosesu bob dim fel sy'n cael ei gyfarwyddo gan uwch staff
- Gwirio a chyfrif â llaw o ran unrhyw daliadau Brys a Gordaliadau

- Darparu cymorth busnes gweinyddol i'r Tîm Gwasanaethau Pobl, yn gweithio'n hyblyg ar draws holl swyddogaethau Adnoddau Dynol, Hyfforddiant, Iechyd a Lles a'r Gyflogres fel sydd angen.
- Gweithredu'r holl systemau papur a Thechnoleg Gwybodaeth gyda chywreindeb ac effeithiolrwydd.
- Mewnbynnu ac adalw'r holl ddata mewn modd cywrain gan ddefnyddio holl systemau'r tîm.
- Yn darparu pwynt cyswllt cyfeillgar ac effeithiol ar gyfer y tîm cyfan, hidlo a delio gyda'r holl ymholiadau gan ddefnyddio eich crebwyll er mwyn cyfeirio'r rhai hynny sydd angen lefel uwch o fewn proffesiynol.
- Yn canfod problemau mewn systemau, yn awgrymu datrysiadau a bod yn rhan o gyflawni canlyniadau positif.
- Rheoli systemau gwybodaeth yn effeithiol ac yn gywrain er mwyn storio ac adalw gwybodaeth, yn unol â chanllawiau adalw.
- Yn meddu ar ddealltwriaeth o bolisiau a gweithdrefnau'r Cyngor ac yn medru darparu cyngor a chyfarwyddyd mewn ymateb i ymholiadau cyffredinol gan gydweithwyr sydd ar bob lefel o'r mudiad.
- Sicrhau bod tasgau yn cael eu cwblhau yn gywrain ac yn amserol, a hynny yn unol gyda pholisiau a gweithdrefnau.
- Yn darparu hyfforddiant i roi cyfarwyddyd i gydweithwyr ar bob lefel yn y mudiad ar sut i ddefnyddio systemau, ffurflenni a gweithdrefnau.
- Derbynnu ymholiadau a delio gda hwy emwn ffordd sydd yn rhoi cwsmeriaid yn gyntaf ac yn ceisio delio gyda'r ymholiad eich hun .
- Yn medru parhau i feddiannu materion tan eu bod wedi eu datrys yn foddhaol.
- Yn byw ac arddangos ein gwerthoedd a diwylliant sefydliadol.
- Yn cofleidio newid – ac yn hyrwyddo anghenion Future Monmouthshire.
- Dulliau systemau cymorth cyfan ar draws y mudiad.
- Yn chwaraewr tîm ac yn medru ymgymryd â thasgau sydd angen eu cwblhau pan eich bod yn wynebu blaenoriaethau sydd yn cystadlu â'i gilydd.

Dyma'r hyn y gallwn ei ddarparu i chi:-

- Y rhyddid a'r cymorth i fod yn chwilfrydig, yn herio'r ffordd yr ydym yn gwneud pethau er mwyn dysgu a thyfu.
- Y cyfle i fod yn rhan o dîm amrywiol sydd yn medru darparu amrywiaeth o brofiadau a gwybodaeth.
- Cydweithwyr cefnogol sydd yn medru profi eu bod wedi cyflawni pethau.

Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:

- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.
- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.



Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ysmygu yn y Gweithle.

Dyddiad Cau: 12pm ar 7 Ebrill 2017