



COTSWOLD  
DISTRICT COUNCIL



**HR & PAYROLL ADMINISTRATOR**  
**Based at Cotswold District Council**  
**Grade 3/4 £16,444 to £20,186 per annum**  
**Permanent**  
**37 hours per week**

GO Shared Services is a collaboration between Cheltenham Borough Council, Cotswold District Council, Forest of Dean District Council, West Oxfordshire District Council, Ubico Ltd and Cheltenham Borough Homes Ltd to provide shared services in HR, Payroll, Finance and Procurement.

The role involves:

- Customer liaison and support for all aspects of the “employee lifecycle” including recruitment, pay, terms and conditions of employment, references;
- The maintenance of computerised and manual personnel, payroll and filing records/systems; writing correspondence; collating data and reports and general office duties;
- Respond effectively to calls / emails / deal with post – incoming and outgoing.

Ideally, you will have experience of working in a Local Government HR & Payroll function as well as working on a computerised HR/Payroll system. Experience of the Agresso system would be an advantage. Good general IT skills, especially MS Office, are essential. Accuracy and attention to detail are important as are good organisational skills. You should enjoy working in a busy environment and be able to rise to the challenge of working under pressure to meet deadlines.

For an application pack, including a job description and person specification please visit [www.cotswold.gov.uk](http://www.cotswold.gov.uk) or alternatively call 01285 623073.

To discuss this role in more detail please contact Paula Lodge or Kelly Shorter, HR and Payroll Team Leader on 01285 623165.

**Closing date for receipt of applications is Monday 24<sup>th</sup> February at 12 noon.**  
**Interviews to take place on Friday 28<sup>th</sup> February.**



COTSWOLD  
DISTRICT COUNCIL

## COTSWOLD DISTRICT COUNCIL

## JOB DESCRIPTION

<b>Title:</b>	HR and PAYROLL ADMINISTRATOR
<b>Directorate:</b>	GO SHARED SERVICES
<b>Service:</b>	HUMAN RESOURCES
<b>Grade:</b>	3/4
<b>Responsible to:</b>	HR and Payroll Team Leader
<b>Responsible for:</b>	-
<b>Liaison with:</b>	<p><b>Within the Directorate:</b> other GOSS team members</p> <p><b>Within the GOSS Client:</b> managers, employees, members</p> <p><b>Outside the GOSS:</b> employees, managers, members, from GO partner councils / GO organisations, other bodies (e.g. pensions administrators re enquiries)</p>
<b>Main purpose of post:</b>	Focussed on the delivery an HR and Payroll service to GO Partners and GO Organisations, through effective, responsive processing activity (HR and Payroll)
<b>Main activities:</b>	<ul style="list-style-type: none"> <li>- Customer liaison and support, ensuring effective processing activity on all aspects of the “employee life cycle” from recruitment to post employment - immediate and responsive</li> <li>- Filing / archiving of HR and payroll information</li> <li>- Data input, maintaining the accuracy of the HR system</li> <li>- Production and checking of data – for payroll, performance and statutory reporting, and on request</li> <li>- Produce / create reports - routine or ad hoc on request</li> <li>- Provide where needed, facts and information (re general enquiries regarding the “employee life cycle” inc. recruitment, pay, terms and conditions of employment, references)</li> <li>- Working with others in HR to ensure standardisation of approach</li> <li>- Working to add value to, and be a valued member of the team, and to be valued by customers</li> </ul>
<i>SC4 level</i>	<ul style="list-style-type: none"> <li>- Provide guidance to employees and managers regarding terms and conditions of employment, HR policies and procedures, attend meetings, take notes at meetings / hearings</li> </ul>
<i>SC4 level</i>	<ul style="list-style-type: none"> <li>- To assist Business Partners in the development and review of policies and procedures</li> </ul>
<b>Other activities:</b>	<ul style="list-style-type: none"> <li>- Respond effectively to calls/emails/ deal with post – incoming and outgoing</li> <li>- Participate in team activities (team meetings, training etc)</li> <li>- Work within the relevant policies/ procedures / frameworks</li> </ul>

- Conditions of service:**
- The post is subject to one month's notice on either side.
  - You may be required to travel for work very occasionally. The Council reimburses travel expenses and pays a mileage rate for any authorized use of a private car for business purposes.
  - The post will be based at offices in either Cheltenham/Cirencester or at such other place of employment in the service of the Council as required.
  - The post is suitable for job sharing.
  - The postholder will be required to comply with the Council's Health and Safety and Equal Opportunities Policies.

## PERSON SPECIFICATION

### HR AND PAYROLL ADMINISTRATOR

Requirements	Essential or Desirable	Method of Assessment
<b>Qualifications</b>		
GCSEs (5 A-Cs, including Maths and English) or equivalent	Essential	Application/certificates
A level NVQ3, or BTEC Relevant professional qualification (Office/ Admin e.g. CLAIT) (relevant experience can be considered as an alternative)	Desirable	Application/certificates
Is willing to study for the Certificate in Personnel Practice	Desirable	Application/certificates
<b>Experience</b>		
Experience in office environment / similar or related role	Essential	Application/Interview
Experience of working with a computerised HR /Payroll system	Essential	Application/Interview
<b>Skills</b>		
Good level of IT skills - MS Office	Essential	Application/Interview
Communicates effectively at all levels (excellent verbal and written skills)	Essential	Presentation/application/Interview
Is customer focussed, responsive, and co-operative with customers	Essential	Application/Interview
Is proactive/self motivated	Essential	Interview/references
Works speedily and accurately with data	Essential	Application/interview
Is flexible	Essential	Application/interview
Works well in a team	Essential	Application/interview
<b>Other</b>		
Ability to maintain confidentiality in accordance with Data Protection	Essential	Interview