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**Payroll Team Leader – PS:**

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| **Criteria** | **Essential/ Desirable** | **\*Application Form/ Supporting Statements/ Interview** |
| Significant previous experience of working in a Payroll function, with the ability to handle data of a sensitive and confidential nature | Essential | Application Form |
| Experience of supervising / managing a Payroll team in a medium to large organisation, including line management duties (e.g. undertaking 1:1s)  | Essential | Application Form |
| Strong interpersonal and communication skills (both written and verbal) | Essential | Supporting Statement / Interview |
| Holds a recognised qualification in Payroll and Pensions e.g., CIPP Diploma in Payroll Managementor equivalent | Desirable | Application Form  |
| Member of the Chartered Institute of PayrollProfessionals (CIPP) | Desirable | Application Form |
| In-depth knowledge of relevant legislation relating to Payroll and Pensions | Essential | Supporting Statement / Interview |
| Experience of complex payroll systems, procedures and statutory regulations (e.g., tax, Auto Enrolment, NI, pensions) | Essential | Application Form / Supporting Statement / Interview |
| Experience of developing processes, procedures and standards for service delivery | Essential | Supporting Statement / Interview |
| Excellent organisational skills, including a good standard of numeracy, literacy, and analytical skills | Essential | Application Form / Supporting Statement / Interview |
| Knowledge and experience of the Access PeopleXD HR and Payroll management software | Desirable | Application Form / Supporting Statement/ Interview |
| Previous experience of working with the USS and/orLGPS pension scheme | Desirable | SupportingStatement / Interview |
| Previous experience of working with the NHS pension scheme | Desirable | SupportingStatement / Interview |
| A commitment to, and track record of delivering excellent customer service | Essential | Interview |
| Ability to respond calmly to changing situations, adopting a flexible approach and developing solutions | Essential | Interview |
| Experience of writing guidance documentation and standard operating procedures for operational transactions | Desirable | Interview |
| Competent in the Microsoft Office software package, in particular Word and Excel (for example, applying complex formulae and pivot tables to interrogate large volumes of data.)  | Essential  | Application Form / Interview |

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* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.