

Job Description

Job Title:	HR & Payroll Administrator	Grade: B
Department:	HR & Training	Salary: £26,000
Line Manager:	Head of HR	

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day-to-day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

This key role is responsible for the accurate and efficient administration of HR, training and payroll records, delivering an excellent experience for the Cathedral staff.

Main Duties

- Assist in the preparation and checking of payroll data.
- Act as the first point of contact for HR, payroll and training related queries, in person and via email inboxes.
- Recruitment administration.
- Administration for starters, changes to terms and conditions and leavers, in addition to childcare vouchers and long service awards.
- Support the Head of HR and the Senior HR Advisors in preparing and filing correspondence for employee relations casework, pay awards, benefits, etc.
- A 6-monthly audit of employee personal details, including Expression of Wish.
- Managing paperwork – both electronic and paper-based - chasing outstanding items where needed, filing and archiving employee administration in line with our data protection and retention policy.
- Support with the co-ordination of induction and training programmes for staff.

- Organise room bookings using the online booking system, room and equipment layouts, training course materials and refreshments.
- Timely and accurate data entry into the HR Information System.
- Report on the data dashboard targets for both HR (i.e. time / cost to hire, absenteeism, turnover) and training.
- Document processes and procedures.

Person Specification

Essential:

- Payroll experience;
- Excellent organisational skills;
- Advanced user of Microsoft Excel and confident in the use of Word, Powerpoint and Outlook;
- Accurate data entry skills;
- Good inter-personal skills, a welcoming and confident approach;
- Experience of arranging logistics and co-ordinating people;
- Ability to liaise with confidence across a range of people, internally and externally;
- Good initiative and problem-solving skills;
- Good judgement and the ability to keep sensitive information absolutely confidential;
- Flexible and able to work with limited resources and adapt to changing circumstances;
- Resilient;
- GCSE English and Maths (or equivalent);
- Good team player.

Desirable:

- Experience in an HR or training administration role is highly desirable.
- Experience of using an HR Information & Payroll System, ideally Civica, is highly desirable.
- Experience of using an Applicant Tracking System (ATS), ideally Tribepad.
- Experience of using an online booking system, ideally Artifax.

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.